

**Sona Systems, Ltd.**

**EXPERIMENT MANAGEMENT SYSTEM**

**Version 2.69**

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# RESEARCHER/P.I. DOCUMENTATION

## Introduction

The Experiment Management System is used for the scheduling and management of research participants and the studies they participate in. Participants, researchers, principal investigators, and instructors all use the system for their respective purposes. As a researcher, you can set up your studies in the system, schedule the sessions (timeslots) when participants may participate, and grant or revoke credit after the session. All of this is handled through a simple web-based interface that you can access at any time, from any popular web browser.

The system is highly configurable by the administrator, to enforce the rules for the research participant pool exactly as your organization desires. It should be noted that the documentation herein may refer to features that are not enabled on your system. Contact your local administrator, whose contact information appears at the bottom of every page on the system, for more information.

## ***System Basics***

In the system, you create studies. Each study may have a number of timeslots, which are the times when you plan to run the study. Participants sign up for the timeslots by viewing a list of studies and available timeslots. You grant or revoke credit to participants after the session occurs.

## ***Principal Investigator Special Note***

This documentation applies to both researchers and principal investigators (P.I.s), when P.I. support is enabled by the administrator. A P.I. can perform all the same functions on a study as a researcher. This allows a P.I. to operate in an oversight role and monitor the progress of their studies, and step in on behalf of the researcher when necessary. Because the privileges are the same, throughout this documentation, the term “researcher” can be used interchangeably with “principal investigator” except where otherwise noted. If the P.I. feature is enabled, then all studies must have a P.I. specified.

## ***Participant ID Codes Special Note***

If enabled by the administrator, the system will identify participants to you only by a unique, system-assigned ID code, and not by their name or email address, for privacy reasons. Participants are made aware of this, and they are reminded to bring this code along with them when participating in studies, since the researcher will not know them by their name.

## Getting Started

The system works best if you use any popular web browser that is less than 2 years old, like Internet Explorer, Firefox, and Safari. It will work with other web browsers, and with

older versions of popular web browsers, however the layout may not be as clean. No functionality will be lost by using an older web browser.

Ask your system administrator if you need help with installing or using a web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate to anywhere on the site.

## Logging In

Your administrator will provide you with a username and password to login to the site, as well as the URL (web address). When you go to the front page of the site (the login page), you may see a link to request an account. This form is *only* for participants. Do not use this form to request an account, as participant accounts have an entirely different set of privileges, and the privileges are not appropriate for a researcher.

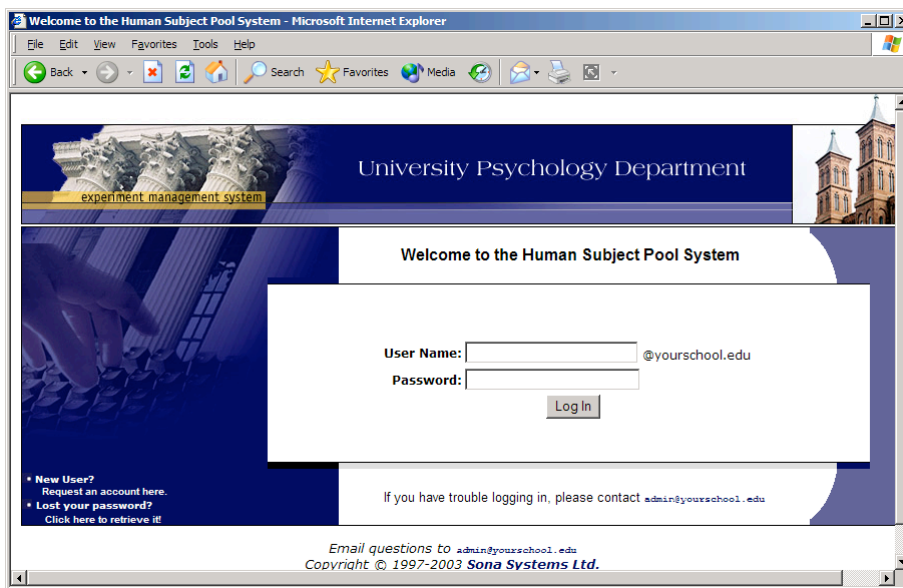
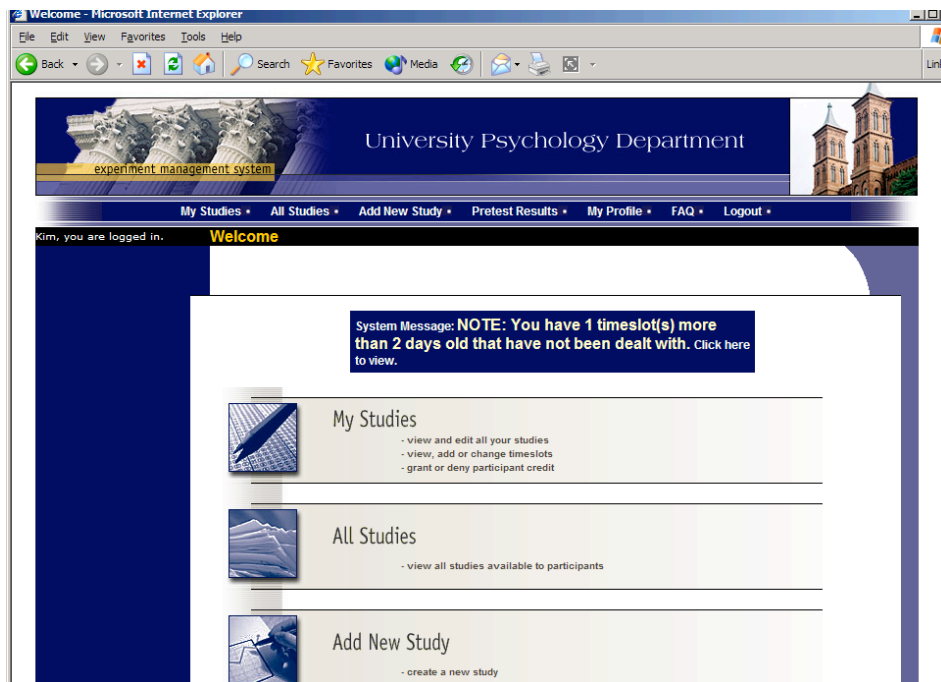


Figure 1 - Login Page

Once you login, you may be asked to review and acknowledge your organization's human subject policy. If required by the administrator, you will need to acknowledge this once every 6 months. You will see the Main Menu after you acknowledge the policy.



**Figure 2 - Main Menu**

Your login (also known as a session) will expire after a certain period of inactivity, usually 20. This is done for security purposes. If this happens, you can always log in again. When you are done using the system, it is better to explicitly log out, to prevent any problems that may arise if someone uses your computer before the session expires.

## **Retrieving a Lost Password**

If you have forgotten or do not have your password, and the feature is enabled on the system, then you may choose to have your password emailed to you. You will see an option on the main login page if this feature is enabled. Your password will be emailed after you submit the form, and should arrive in your email box momentarily. If you provided an alternate email address (see the Email Address Options section of this documentation), it will be sent there. Otherwise, it will be sent to your main email address, which is derived from your user ID. If you requested that the system email a password to you, and it has not arrived after 30 minutes, then check in your email program's junk mail folder in case the email was delivered there.

## **Logging Out**

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security practice to close all your web browser windows as well, especially if you are using a computer that is shared by others.

## **Changing Your Password and Other Information**

If you would like to change your password or other information about yourself, choose My Profile from the top toolbar. If you would like to change your password, type your new password (twice, for confirmation) in the provided boxes. If you would *not* like to change your password, simply leave these boxes empty.

If you change your password, please be sure to select a password you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.

The screenshot shows a web browser window titled "My Profile - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The main content area displays a "My Profile" form. The form has a blue header bar with the title "My Profile". Below the header, the form contains the following fields and options:

- Name:** Jesse Smith
- User ID:** kates@yourschool.edu
- Alternate Email Address (+):** A text input field. Below it, a note says: "If provided, all emails sent to you from the system will be sent to this address."
- New Password:** Two text input fields. A note says: "Enter twice, or leave blank if you do not want to change your password."
- University ID # (+):** A text input field.
- Phone Number (+):** A text input field containing "867-5309".
- Office (+):** A text input field containing "Smith Hall 302A".
- Daily Reminder:** A section with the text "Should the system send a reminder of your upcoming experiments the day before?" and two radio buttons: "Yes" (selected) and "No".
- Update:** A button at the bottom of the form.

**Figure 3 - Updating Your Profile**

It is recommended you provide your phone number and office location, as most human subject committees require that this information be made available to research participants. If you are a researcher, this contact information will be displayed to participants when they view information about the study. If you are a principal investigator, this contact information will be displayed if a participant explicitly chooses to view it (since the researcher is the primary point of contact for a study).

Researchers may also choose to receive a daily reminder (by email) with information about all of their study sessions scheduled for the following day.

## Email Address Options

There are certain events in the system which will cause an email notification to be sent to you. Most often, these are notifications that a participant has signed up or cancelled their sign-up for your studies, but there are a few other cases where it may be used as well. The email address is also displayed to the participant when they view information about the study, in case they need to contact you with questions.

You have two choices for your email address. When you update your personal information, you will see a box where you may provide an alternate email address. If you provide such an address (this could be a Hotmail account, for instance), this is the address where any notifications will be sent, and this is also the address that will be displayed to other users (including participants in your studies).

If you do not supply an alternate email address, the system will derive your email address from your username. Typically, it will add your organization's Internet domain to the end of your user ID to form the address, so if your user ID is "jsmith" and your organization's Internet domain is "yourschool.edu" then it would derive your email address as "jsmith@yourschool.edu".

In situations where the system is configured so you may enter an email address on this page, you will be asked to enter it twice when changing the address, to ensure it is typed correctly.

In some cases, depending on how the system is configured, you will be required to provide an email address (which will be listed as "Email Address" instead of "Alternate Email Address") and all emails to you will go to that address.

## **Working with Studies**

Most of your time on the system will be spent, not surprisingly, using the study-related features of the system. Be sure to read this section closely, in its entirety, as there are special features and situations you should be aware of.

### ***Web-Based (Online) Studies***

If enabled, you may set up studies that are web-based (online), and these studies may be set up internally in the system (as a survey) or outside the system. The options will vary depending on how your system is configured.

There are a few things to note about web-based studies:

- Once you indicate to the system that the study is web-based, you will not be able to change it so that it is no longer web-based (but you can deactivate or delete the study). So, make this choice carefully
- Web-based studies are typically setup so there is one timeslot, and that timeslot contains the maximum number of participants you would like to participate, and the *last* date and time when they can participate (often, this is the end of the term). It is not recommended that you set up multiple timeslots for a web-based studies (it confuses participants), though the system will support it. It is acceptable to have multiple timeslots where more than one is not active at a time. For example, one could have had a deadline date of the end of the previous semester (and thus is currently in the past), while the current timeslot has a deadline date of the end of the current semester (i.e., in the future).
- It is generally assumed that participants will participate in an online study shortly after they sign up. Because of this, the system will expect you to grant credit to them soon after they sign up. If you are creating an online survey within the system, credit will be granted automatically, immediately after the participant completes the survey.

Throughout the sign-up process, participants are notified that the study is web-based. If the study is not administered by the system, then participants are not given the URL for



the website until they have signed up, to ensure they do complete a sign-up in the system for the study. This restriction applies only to participants, and only to web-based studies administered outside the system.

Online survey studies (surveys administered by the system) are discussed in great detail in the section Online Survey Studies, later in this document. Please read it carefully before setting up an online survey study.

For web-based studies administered outside the system, you will want to develop some method of linking the participant's sign-up in the system to your online study, so you know who to grant credit to. One way to do this is to ask the participant's name (or some other identifying information) that will make it easy to locate their sign-up within the system and grant them credit once they have completed your online study. Another method of tracking, which offers more anonymity, is to use the Survey Code feature described below. Note that in all cases, for web-based studies administered outside the system, the system will *not* automatically grant credit once the participant has finished the study, and the reason is that the system does not know when something occurred on a website outside the system. For this reason, researchers should routinely login and grant credit as necessary.

### **Using the SURVEY CODE Feature**

For web-based studies which are administered outside the system, there is a special facility available for advanced users to track sign-ups in their web-based study while still preserving confidentiality. This feature applies only to web-based studies administered outside the system.

Before going further, it is important to note that this is an advanced feature and may require some programming skills. Sona Systems will not provide technical support for any programming questions.

The way this feature works is that if the text %SURVEY\_CODE% is placed anywhere within the Study URL field, the system will automatically replace this text with a unique number for the participant. This unique number will also be displayed next to their sign-up within the system, so it's easy to match sign-ups by this number. The number can be anywhere from 4-7 characters in length.

The external study will then need to be set up to process this code and log it appropriately. Sona Systems will not provide technical support or code samples on how to program an external study, as that is code that is external to our software.

Here is an example of how this works. Let's say the study URL is:

`http://www.myschool.edu/mysurvey.html`

If the Study URL is entered in the system as:

`http://www.myschool.edu/mysurvey.html?id=%SURVEY_CODE%`

then when a participant clicks on that URL, the system will replace %SURVEY\_CODE% with a unique numeric value to identify the participant. For example, the URL may be changed to:

<http://www.myschool.edu/mysurvey.html?id=30039>

If that is the case, then on the page in the system listing sign-ups for this study (i.e., in the timeslot), the code 30039 will appear next to that participant's sign-up.

If this code is parsed and handled by the external study, then the researcher can easily link up the sign-ups in the system with who they have collected data from within their external study, so they know who to credit. Note that the crediting still will not occur automatically. The purpose of this feature is to provide a way to identify participants without compromising privacy, since the system can then be configured so that names are not displayed next to sign-ups.

To help with setting this up, if a participant is not viewing the URL (for example, the researcher is viewing the URL), this special survey code text will simply be removed. Note this special text must be in all capital letters, and surrounded by percent signs. You may confirm it was entered correctly because a sample URL will be displayed when you go to view (not edit) the study, below the normal study website link.

If you provide a Survey Monkey URL, the system will provide guidance (after saving your changes) about how to use the survey code feature. In short, by adding the text &c=%SURVEY\_CODE% to the end of the Survey Monkey URL, that should allow Survey Monkey to keep track of the unique survey code for each participant. You may read more about this on Survey Monkey's site, by searching for help on "web link collector."

## ***Studies for Pay***

You may have a situation where participants are compensated for their participation in the study. They may or may not also receive credit for the study. If the study is not for credit, you may set it up as a pay-only study and specify the compensation amount. If participants are compensated *and* they receive credit, you should set it up as a credit study and indicate additional compensation in the study's information section.

Regardless of the type of study, after a participant participates in a study (including studies that are for pay only), you should still go into the system and indicate their participation by noting their participation or no-show when viewing their sign-up. This allows the system to properly enforce certain restrictions on the participant and their studies, like pre-requisite and disqualifier study restrictions.

## ***Two-Part Studies***

You may create a two-part study in the system. Often, these are studies involving memory research, where the participant must return a specified number of days after the first session. When creating a study, you may specify the day range for the second part of the study (e.g. 7 to 10 days after the first part). Participants are required to sign up for both sessions at the same time, to reduce the chance they will forget to sign up for the

second part. Each part of a two-part study may have a different credit value and duration, but each part must be the same type – either both parts are for credit or both parts are for compensation. Online studies may not be two-part studies.

You may specify that the second part of the study must be scheduled to take place at the exact same time as the first part (on a different date), or at any time on the dates that are the specified number of days after the first part.

You should ensure there are enough available timeslots for both parts of the study, or participants will be prevented from signing up for either part. Participants may cancel either part of their sign-up if necessary. If they cancel the first part, the second part is automatically cancelled as well. If they cancel only the second part and the first part has already occurred, and they would like to participate in the second part later, you will need to manually sign them up for the second part (if you are allowed to do so), or ask the administrator to handle this.

If you grant a no-show for the first part of a two-part study, the second part of that participant's sign-up will *not* be cancelled automatically, but you will be reminded of the situation in case you would like to cancel the second part. The cancellation is not automatic as there are some situations where automatic cancellation is not desirable.

### ***Adding a Study***

Some researchers choose to set up their studies in the system before they have received the proper approvals (usually from their IRB) to run the study. This is supported in the system. You can setup a study but specify that it is not visible to participants (this is the approved setting). That way, as soon as your approval is received, you can simply make the study visible and everything else is already prepared. You can also post a study and make it visible immediately, if that is appropriate. Some systems will be configured in such a manner that only the administrator can approve the study, in which case you will need to contact the administrator to do so.

**Figure 4 - Adding a New Study**

To add a study, choose the Add New Study option from the top toolbar. You will need to pick from four possible types of studies. Please choose this carefully as you are not able to change this later.

After you choose, the study type you'll see a form asking for more information. You will need to fill out a number of fields, which are explained in the following table. Some of the fields listed below may not appear, depending on how your system is configured and the type of study you selected. All fields must be filled out unless otherwise noted.

Field	Explanation
Study Name	A short name for the study. This is how the study is identified throughout the system. Most systems are configured so studies show in a random order to participants (choose Your Studies on the toolbar and it will state at the bottom of the resulting page if they are displayed in random order), so there is no advantage in choosing a study name that might put it at the top of an alphabetical list. You should consult with your administrator if there is a naming convention to be followed when naming studies. Study names must be unique, and you will be prevented from adding a study if there is already another study in the system with the same name. A study name may be up to 100 characters in length.
Brief Abstract (this feature might be	This is a short one or two line description

disabled on your system)	<p>of the study. This short description will be displayed to participants when they view the entire list of studies, so you may want to list the most pertinent details here. Studies configured for payment usually have the compensation information included here, particular if the payment varies based certain outcomes. This field may be optional, and can be up to 245 characters in length.</p>
Detailed Description (this feature might be disabled on your system)	<p>This can be a rather lengthy description about the study, and it will show if a participants clicks on the study to get more information, before they sign up. You may include basic HTML in this area, but please be sure you know what you are doing (ask your IT department for help if you are unsure). If you would like to add a carriage-return (paragraph break), simply type in “&lt;p&gt;” (without the quotes). This field may be optional. The maximum length of this field is effectively unlimited.</p>
Eligibility Requirements	<p>If there are any restrictions on who may participate (for instance, only those who are left-handed), list them here. Otherwise, leave the field as-is. If you list any restrictions, these will be displayed on the list of studies, when participants view a list of all available studies. Note the system does not enforce these restrictions, but it is expected a participant will only sign up for a study in which they are qualified, since they would otherwise fail to receive credit. In most cases, you will leave this field as-is and set prescreen participation restrictions, which you can do after you add the study. This field may be up to 245 characters in length.</p>
Pre-Requisites (this feature might be disabled on your system)	<p>If there are studies a participant must participate in before participating in your study, choose them here. You may select multiple studies, and on most systems, you hold down the Ctrl key and click the desired studies.</p> <p>You may specify that participants must</p>

	<p>have participated in <i>all</i> of the studies you specify, or <i>at least one</i> of the studies specified.</p> <p>The system will handle enforcement of the pre-requisites in a strict or lenient fashion depending on how your system is configured. In strict enforcement mode, the participant must have <i>received credit</i> for (participated in) the pre-requisite studies. In lenient enforcement mode, the participant must only be <i>scheduled</i> to participate in the pre-requisite studies (it is assumed they will go on to complete the pre-requisite studies). You can ask your administrator how this is configured, if it is of concern. If your system is in lenient enforcement mode, and a participant cancels a necessary pre-requisite for your study (they are warned of this situation), and you have configured your study so that the researcher will receive notifications of cancellations or sign-ups, then the researcher will receive notification of the pre-requisite problem and can contact the participant if necessary.</p> <p>If there is a long list of studies for this setting, an Enlarge List button will appear. You can click this to make the list of studies larger and thus easier to click on.</p>
Disqualifiers (this feature might be disabled on your system)	<p>If there are any studies a participant must <i>not</i> have participated in, please select them here. You may select multiple studies. The system will handle enforcements of the restriction, during the sign-up process.</p> <p>If a study has some other study listed as a disqualifier, and a participant signs up for this study, then they will be prevented from signing up for the disqualifier study.</p> <p>If there is a long list of studies for this setting, an Enlarge List button will appear. You can click this to make the list of studies larger and thus easier to click on.</p>
Course Restrictions	<p>If you would only like participants enrolled</p>

	<p>in certain courses to participate in your study, select the eligible courses here. Participants who are not in at least one of the courses you selected will not see the study when they go to view the list of available studies. You may choose No Restrictions if you would like to make the study available to participants in all courses.</p> <p>If there is a long list of courses for this setting, an Enlarge List button will appear. You can click this to make the list of courses larger and thus easier to click on. There is a limit to how many courses can be listed as course restrictions for a study, and the limit is somewhere between 60 and 80 courses. The limit is variable depending on a few factors, and the system will simply not save the course restrictions for any courses which would take it over the limit.</p>
Duration	The amount of time, in minutes, that each study session will take. If you are setting up a 2-part study, then this setting applies to the first part of the study. For online studies, this should be an estimate of how long participants can expect the study to take, so that they can plan accordingly.
Timeslot Usage Limit	Depending on how your system is configured, you may see an item that specifies the maximum number of study session hours available to this study. This value is set by the administrator, and only the administrator can adjust it. To determine the current session usage for a study, go to the Add A Timeslot page for the study, and the usage will be listed there.
Preparation	Enter any advanced preparation a participant must do here (e.g. “do not eat 2 hours before session”). If there are no preparation requirements, leave this field as-is.
Invitation Code (this feature might be disabled on your system)	If you would like to have a special sign-up password for this study, enter it here. This is known as an invitation code, and applies

	<p>just for this study. Participants must know the invitation code to sign up for this study. This is often used in cases where the researcher wants to personally select participants, so the researcher only provides the invitation code to the desired participants.</p> <p>If you do not need an invitation code, leave this field blank.</p>
Is this a web-based study? (this feature might be disabled on your system)	If this is a web-based (online) study, choose the type of online study it is. If you have set up the study on another website, you should note the study is administered outside the system. If you want to set up an online survey study to be administered by the system, select the appropriate option.
Should survey participants be identified only by a random, unique ID code?	This only applies to web-based studies administered by the system, and only if participant anonymous ID codes are not already turned on system-wide. If set to Yes, participants are only identified by a unique system-assigned ID code, to protect their privacy. Participants are also notified of this when they start the survey. Once enabled, this setting cannot be changed after participants have taken the survey, as a matter of privacy protection.
Study URL	<p>The URL (web address, usually starting with http://) for your study. This is only required for web-based studies administered outside the system.</p> <p>If you are setting up a web-based study outside the system, and would like the system to pass a unique identifier in the URL so you may easily identify participants, add the text %SURVEY_CODE% in the URL where you would like the identifier to be placed. This is discussed in further detail in the Web-Based (Online) Studies section of this documentation.</p>
Credits/Pay	Enter the number of credits or compensation for the study. A value of 0 is acceptable, and may be desired in cases



	<p>where the study is part of a set of studies, where only the final study is credit-earning. Please see the Studies for Pay section of this documentation for more information on how to fill out this field in the case of for-pay studies. If the study has a credit value, the credit value specified must be evenly divisible by the credit increment specified. For example, if the increment is 0.5, then the study can have credit values like 1 and 1.5, but not 0.75.</p> <p>If you are setting up a 2-part study, this is the value for the first part of the study.</p> <p>After a study has sign-ups, you may not change the credit value of the study. However, the administrator can change the credit value, in certain situations.</p> <p>A study may not be changed between a study for credit and for payment, after it has been created.</p>
Is this a 2-part study?	<p>Select Yes or No if this is a 2-part study. You can only decide this when creating a study (not when editing it), and this setting may not be changed after the study is created. See “Two-Part Studies” for more information.</p>
Credits/Pay, Part 2	<p>Enter the number of credits or compensation for part 2 of the study, if this is a two-part study (the value is ignored otherwise). A value of 0 is acceptable, and may be desired in cases where the study is part of a set of studies, where only the final study is credit-earning. Please see the Studies for Pay section of this documentation for more information on how to fill out this field in the case of for-pay studies. If the study has a credit value, the credit value specified must be evenly divisible by the credit increment specified. For example, if the increment is 0.5, then the study can have credit values like 1 and 1.5, but not 0.75.</p>
Part 2 Duration	<p>The amount of time, in minutes, that part 2</p>

	of the study will take.
Part 2 Scheduling Range	Specify the number of days (as a range) after part 1 is scheduled, that part 2 should be scheduled. This setting only applies to two-part studies. The range may be the same value (e.g. “between 7 and 7 days”) if desired, but must be a whole number. See “Two-Part Studies” for more information.
Part 2 Scheduling Leniency	In some cases, you may want to ensure that the participant schedules the second part of the study to take place at exactly the same time (on a different date) as the first part. If so, choose Yes for this option. If there is some flexibility so they can sign up for any time within the Part 2 Scheduling range, choose No for this option.
Researcher(s)	<p>Select the researcher for this study. Most likely, this is you, and your name will automatically be selected. If you are a researcher, then you may not change who the researcher is (the P.I. for the study, as well as the administrator, can change the researcher). Depending on how your system is configured, you may be able to specify multiple researchers for a study. If you specify multiple researchers, each researcher has full control over the study.</p> <p>The pulldown box lists only users who are researchers.</p>
Principal Investigator (this feature might be disabled on your system)	<p>Select the Principal Investigator for this study. The person you select will have full access to the study. If you see this option, then you must select a P.I.</p> <p>The pulldown box lists only users who are principal investigators.</p>
IRB Approval Code	Enter the IRB approval code here. This field is displayed to the administrator to help them keep track of studies. This field may be required depending on how your system is configured.
IRB Approval Expiration Date	The date when IRB approval expires. This field may not appear if your system is not configured for it. If it does appear, you must provide a valid expiration date. The

	<p>system will prevent you from adding new timeslots to take place after this date, and your study will become inactive (not approved and thus not visible to participants) after this date. You may not make a study active if the IRB approval has expired. Only the administrator can change the IRB approval expiration date, once it has been entered. You may specify a date up to 5 years in the future.</p>
Approved?	<p>Select Yes if this study should show up on the list of studies which participants may sign up for. Ensure you have received the necessary approvals to run the study before choosing Yes. A study must be Approved and Active to show up on the list of studies which participants may sign up for.</p> <p>If you select No, the study will not be visible to participants.</p> <p>Some systems are configured such that only the administrator can approve a study. If that is the case, you should contact the administrator when you are ready to make the study visible to participants – and a handy form is provided on the page to do so. As a researcher, you can always make a approved study invisible to participants (by making it not approved), but you may need the administrator to make it visible again, if so desired. In addition, if you change key items about the study, specifically the name or descriptions, the study will automatically be made invisible to participants, until the administrator reapproves it (if the system is configured this way). The reason for this is that many IRBs approve very specific language for study names and descriptions, so the administrator needs to ensure the study is in proper compliance.</p>
Email Approval Notice? (visible to administrators only)	<p>This Yes/No option will appear if the administrator is adding or updating the study, and it is not already approved. If they select Yes to Email Approval Notice</p>

	<p>and they approve the study (set Approved to Yes) at the same time, then an email will be sent to all researchers for the study, to notify them that their study was just approved.</p>
Active Study?	<p>Select Yes if this study is in progress. You must select Yes and the study must be Approved if you want the study to show up to participants so they can sign up for it.</p> <p>If a study is Not Approved but <i>is</i> Active, then it does not show up (to participants) on the listing of studies, but it is accessible through other links if the participant has participated in it before and they are viewing their participation history (in case the participant has follow-up questions about the study). It will also show up on the study information page (for an individual study) when it is listed as a pre-requisite or disqualifier for a study.</p> <p>The reason to select No is if the study is being kept for historical purposes, but should not show up to participants on the list of studies they may sign up for. Often, this is done so the system can enforce pre-requisites, where the inactive study is a pre-requisite for an active study.</p>
Should the Researcher receive an email notification when a participant signs up or cancels?	<p>If set to Yes, the researcher for this study will receive an email notification whenever a participant signs up, or cancels their sign-up, for this study. The email notification will be sent to an email address based on the information the researcher has provided. See the Email Address Options section of this documentation for more information on how the email address is determined. Emails will contain the first 50 characters of the study name as part of the subject line, to make it easy to sort the emails with an email program that supports filtering based on subject line.</p> <p>If set to Yes, researchers will also receive a notification if the system is in lenient pre-</p>

	<p>requisite enforcement mode and a participant cancels a study that was a pre-requisite for the current study. Read the section on Pre-Requisites in this table for more information about this situation.</p> <p>Emails are sent to all researchers specified for the study, unless a specific researcher is assigned to the timeslot that the email notification is being sent about. See Timeslots Linked to Specific Researchers for more information.</p>
Researchers at Timeslot-Level	<p>If set to Yes, it will be possible (but not required) to assign a specific researcher (from the list of researchers for the study) to a timeslot. If set to No, then it is assumed that all researchers (assigned to the study) are responsible for all timeslots. See Timeslots Linked to a Specific Researcher for more information. This option only appears if the system is configured to allow multiple researchers per study.</p>
Automatic Credit Granting	<p>If set to Yes, timeslots that are more than a specified number of hours old and still in the Awaiting Action state will be changed to a credit grant. The check for timeslots in this situation is made only once per day. If an automatic credit grant is done, you may still change it later if necessary.</p> <p>For online external web studies, the credit grant will take place the specified number of hours after the timeslot (participation deadline) has occurred, so this feature is generally not useful in this situation. This option will not appear for online survey studies (within the system) because credit granting generally occurs automatically, immediately after the participant completes the survey.</p>
Can a participant sign up for this study more than once? (this feature might be disabled on your system)	<p>If you would like to allow participant to sign up (and receive credit) for your study more than once (at different times), choose Yes. Otherwise, choose No.</p>

	If No is chosen, participants may only sign up for the study more than once if they previously failed to show up for the study (a no-show).
Private Comments	This is an optional area where you may enter any comments or notes about the study, which are only visible to the researchers for this study, and not to participants.
Participant Sign-Up Deadline (this feature might be disabled on your system)	Enter the deadline before the study is to occur that the participant may sign up, in whole hours.
Participant Cancellation Deadline (this feature might be disabled on your system)	Enter the deadline before the study is to occur that the participant may cancel their existing sign up, in whole hours. Generally the cancellation deadline should be shorter than the sign-up deadline, so participants can easily cancel an accidental sign-up.

Once you have filled out the appropriate information, save it and the system will be updated immediately with the information. Your next step is likely to add timeslots (sessions). See the Working with Timeslots section of this documentation for more information.

If you need to update this study, see the following Updating a Study section of this documentation. If you would like to add participation restrictions based on prescreen responses, you can do so when you update the study (see Prescreen Participation Restrictions).

### ***Updating a Study***

You may update any of your studies at any time. To do so, choose My Studies from the top toolbar, and you will see a list of your studies. Click on the desired study, and choose the Change Study Information link.

You will see a form remarkably similar to the one you used to add the study. A few options may no longer be changeable depending on the status of the study (e.g., if participants have already signed up for it). The fields shown are all the same as when you added the study. See the Adding a Study section of this documentation for an explanation of those fields.

The changes you make will be take effect immediately after they are saved. If administrator approval is required before a study is made visible to participants, and the name, description, or eligibility requirements of the study are changed, then the study will require re-approval by the administrator before it is again visible to participants. The reason is that many IRBs are quite strict about a study's wording, so the administrator must look over any changes.

If you need to change the credit value for a study, and there is no option to do so, this means the study already has at least one participant signed up for it. You cannot change the credit value when a study is in this situation because there is no easy way to handle past credits for the same study (e.g. should old credit grants for the same study be adjusted to reflect the new credit value, or kept the same?). If the study is nearing the end of its run, and variable credit granting is enabled, then the easiest solution is to grant the new credit value to participants who sign up in the future. If you prefer that the credit value is changed for the entire study, contact the administrator, who can make the change for you under certain conditions (which depend on the credit status of existing sign-ups for the study).

## ***Deleting a Study***

You may delete a study only if participants have not signed up for it. If you need to delete a study which already has sign-ups, you should make it Inactive instead, if you do not want it to be visible to participants. You may not delete a study which has sign-ups, so the option will not be presented.

If you want to delete a study that has sign-ups, please contact the administrator. The administrator can delete a study with sign-ups, but only if the sign-ups are all without credit values (this usually occurs when study participation history from a previous semester was retained, but credits were zeroed out). If the study has sign-ups where the sign-ups have (non-zero) credit values linked to them, then the administrator cannot delete the study until all those credit grants are changed to a 0 value (or the participants for the sign-ups are deleted). The reason for this restriction is to ensure that the credit count for participants where they have earned credits is accurate, which means that the studies which contributed to their credit earnings must be kept intact.

**Figure 5- Deleting a Study**

To delete a study, choose My Studies from top toolbar, click on the desired study, then choose the Delete Study option. You will see a confirmation page. Choose Yes (at the bottom of the page) to delete the study.

Once a study is deleted, it cannot be restored, so use this feature very carefully. If you delete an online survey study, the survey and all data collected will also be deleted.

### ***Timeslot Usage Summary***

The timeslot usage summary is available when viewing your study. This gives some basic information about timeslot utilization in the past and in the future, as well as some basic no-show information. It also gives information on timeslots for the study by location (if the study is not an online survey study or external web study), and by researcher (if the study is configured to allow researchers to be assigned to specific timeslots).

### ***Bulk Mail Summary***

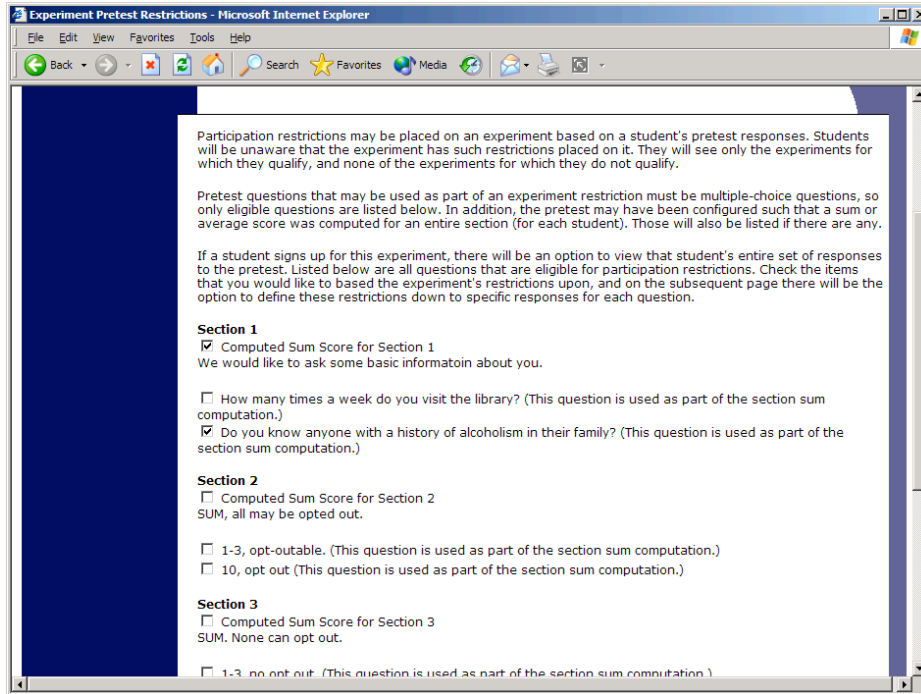
The system tracks whenever any type of bulk email is sent (by a user) related to the study. This includes inviting participants based on the study's prescreen participation restriction analysis, or contacting those who have already signed up for the study. This information is kept for 6 months, and it is tracked to ensure that all users follow generally accepted Internet practices for responsible use of email. The administrator also has access to this information.

### ***Prescreen Participation Restrictions***

If enabled on your system, the system might contain an online prescreen that participants may (or must, depending on your system configuration) complete. You may place participation restrictions on your study based on prescreen responses. Participants are unaware that such restrictions are placed on the study. These restrictions are never listed to them. If they do not qualify to participate in a study because they do not meet the prescreen participation restrictions, then the study will simply not be listed to them. This is important to note – participants never know why a study was or was not listed to them, because they are unaware of the prescreen restrictions.

You may restrict a study on any question or questions on the prescreen that allowed for a multiple-choice answer where only one choice could be selected. You may also restrict a study based on a computed section sum or average score for a participant, if the prescreen was set up in such a manner. You may restrict to one choice or many choices for any question. If you restrict on multiple questions, it is the same as a logical “AND.” For example, if you setup the prescreen restrictions so that participants must have answered “Yes” to a “Do you wear glasses?” question and “Blue” or “Grey” to “What color are your eyes?”, then they must meet *both* requirements to participate. In other words, only participants who wear glasses and have either blue or grey eyes are eligible. There is no support for a logical “OR” restriction across multiple questions. The restrictions are inclusive, which means that if you select a choice as a restriction, then participants must have answered at least one of the choices selected for each question that is part of the restriction in order to see and participate in the study, as opposed to exclusive where checking the choice as a restriction would exclude them from participation.

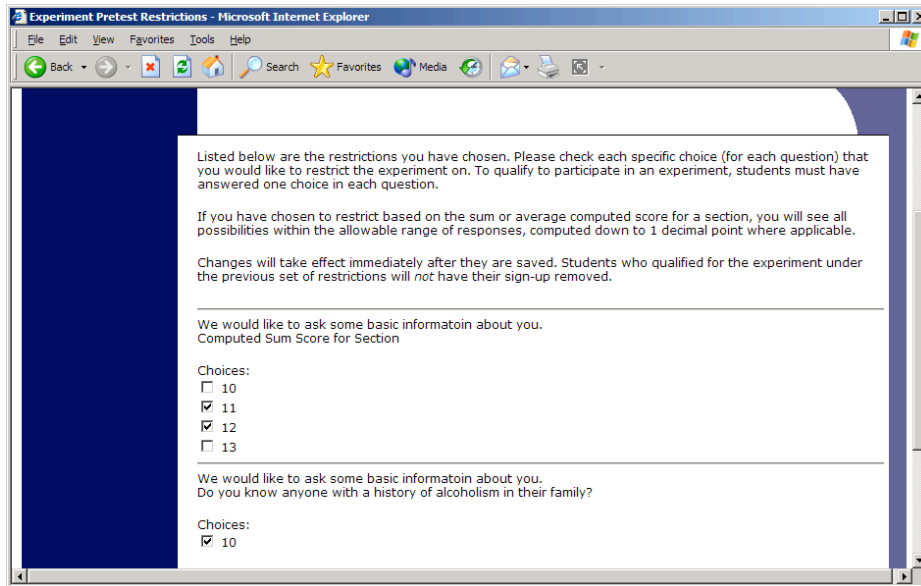




**Figure 6 - Prescreen Restrictions Question Selection**

To set participation restrictions, view (do not choose edit) your study and choose View/Modify Restrictions. You will see a list of eligible questions which you may use for your restrictions. If the study already has some restrictions, those will be checked, and you will see how many participants currently meet the restrictions. Choose the questions you would like to restrict upon (and keep the existing checked restrictions checked, unless you want to remove that restriction), and click on the Set Restrictions button. On the subsequent page, you can select each value that is acceptable for each question you have chosen. Once you have selected all the acceptable values, save your changes and they will take effect immediately. It is important to note that if you change the restrictions, it will *not* remove the study sign-ups for participants who qualified under the previous set of restrictions. For this reason, you should probably decide on your restrictions before making the study available to participants.

If you have restriction requirements where you would like to restrict participation to a percentage of the population (for instance, the responses that were chosen by the top 25% of people), but you are not sure which responses meet this requirement, you can use the prescreen response analysis feature to determine the valid responses. See Prescreen Response Analysis for more information. You may also use Analyzing Prescreen Responses to get an idea of how many participants are potential candidates for participation in your study, based on a specified set of restrictions.



**Figure 7 - Prescreen Response Restrictions**

## Inviting Qualified Participants to a Study

While viewing the list of prescreen restrictions currently set for a study, and the number of participants who meet those restrictions, you may see the option to Invite Qualified Participants. Using this option, you may craft an email to be sent to all qualified participants. You may choose to exclude those who have already signed up for or participated in any studies you specify. The system will pre-fill the email text with useful information like the name of the study and how many timeslots are currently open. You may not include attachments in the email, so if you have a document you would like to include, you should post it on a university webserver and provide a link to the document in the email you send.

If you have set participation restrictions for the study based on course enrollment, those restrictions will be taken into consideration (i.e. abided by) when determining which participants receive the email.

There is also an option to choose a random percentage from the overall list of matching participants to email. It is important to understand that the system does not keep track of which random percentage of the group of matching participants is sent to each time, so that if you send to a random 30% now, and a random 30% an hour later, it could very well be the case that many participants receive the email on both those occasions.

The From (sender) address on the email will be the administrator email address, which is done to prevent the email from being blocked by junk email filters. The “Reply To” address of the email will be that of the user who is actually sending the email, so when a user chooses to reply to the email, the reply will be sent to that (the reply to) address.

Finally, there is an option to specify a delay in sending the email, based on the number of hours from when the emailing option is used. This is useful if you want to target a certain

time of day (e.g., during the evenings) when the email will be sent. The emails are generated at the time you use the emailing facility, but are stored on the server until the specified sending time. They cannot be removed from the queue once this emailing facility is used.

In some cases, the administrator may have imposed a limit on how many participants may be emailed. This is often done to prevent abuse of the system, such as cases where researchers invite too large a number of participants and this is not in accordance with generally accepted Internet principles for sending email. If there is such a limit, the system will look at the number of participants the researcher plans to email, and if that number is greater than the limit, it will block the sending entirely, as opposed to sending only enough emails up to the limit. To get around this limitation, the researcher can further restrict who they plan to send to (perhaps choosing a smaller random percentage of users, or more closely defined prescreen participation restrictions), or ask the administrator to send the email for them. The administrator is not subject to such limitations. Regardless, any use of this bulk email facility will be logged, and that information will be kept for approximately 6 months. The administrator can easily pull up a report of how many emails a specific researcher has sent, so is good to be careful about not abusing this feature. In addition, Sona Systems reserves the right to temporarily remove the right to login from a researcher if there are verifiable reports of abuse of this feature. Typically before doing so, the administrator will be notified by Sona Systems as it is preferred to have the administrator deal with such problems.

Pretest Qualification Analysis - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Web AutoFill Options

Google

Based on the selected choices, 18 participants currently qualify to participate in a study with such criteria.

You may choose to contact participants and invite them to participate in a study. If you would like to do so, please fill out the area below with your message. You may choose to send the message to all qualified participants, or only those qualified participants who have not already signed up or participated in the study. If you prefer to send mail to only a random subset of the matching participants, choose the percentage. Choosing 100% will email to all matching participants. The randomization percentage is approximate, and is not effective when contacting a small group.

**Participant Contact**

**Percentage to Mail** 100% - All 18 participants  
(participant estimates are approximations)

**Who to Mail** ☒ All participants who qualify  
☐ Only qualified participants who have not already signed up or participated in this study

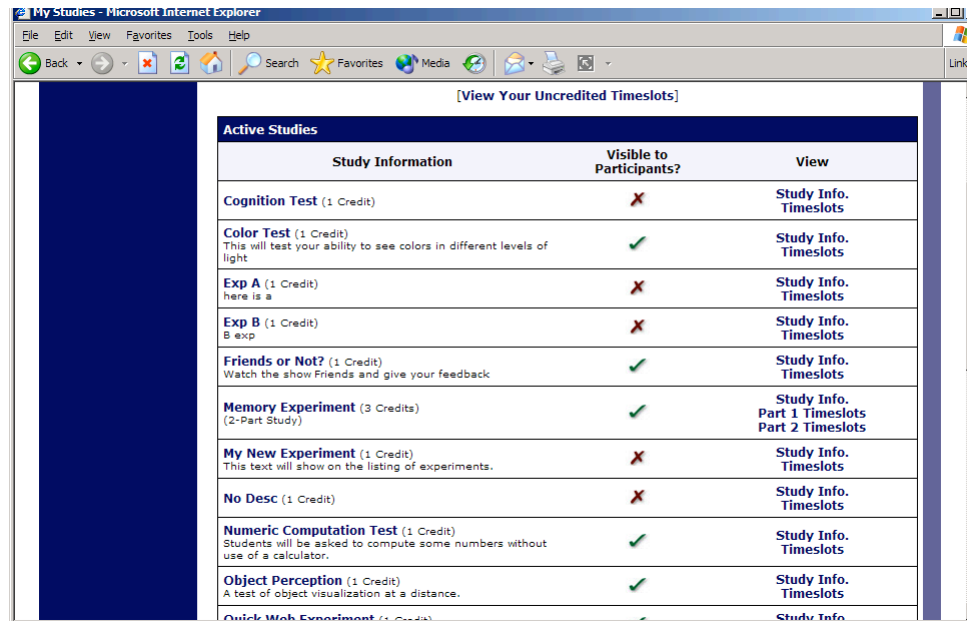
**Message** This is a special message regarding the study Your Study.  
The researcher is Paul Martin.  
  
At the moment, there are approximately 14 open timeslots for this study.

**Send Messages...**  
(emails may take a moment to send -- please be patient)

Figure 8 - Contacting Qualified Participants

## Viewing Your Studies

To view your studies (and not the studies of others), choose the My Studies option on the top toolbar. The system will list all your studies in alphabetical order by study name, grouped by studies that are active, then inactive studies.



Active Studies		
Study Information	Visible to Participants?	View
Cognition Test (1 Credit)	X	Study Info. Timeslots
Color Test (1 Credit) This will test your ability to see colors in different levels of light	✓	Study Info. Timeslots
Exp A (1 Credit) here is a	X	Study Info. Timeslots
Exp B (1 Credit) B exp	X	Study Info. Timeslots
Friends or Not? (1 Credit) Watch the show Friends and give your feedback	✓	Study Info. Timeslots
Memory Experiment (3 Credits) (2-Part Study)	✓	Study Info. Part 1 Timeslots Part 2 Timeslots
My New Experiment (1 Credit) This text will show on the listing of experiments.	X	Study Info. Timeslots
No Desc (1 Credit)	X	Study Info. Timeslots
Numeric Computation Test (1 Credit) Students will be asked to compute some numbers without use of a calculator.	✓	Study Info. Timeslots
Object Perception (1 Credit) A test of object visualization at a distance.	✓	Study Info. Timeslots
Quick Math Experiment (1 Credit)	✓	Study Info.

Figure 9 - Your Studies

## Participant Study View

If you would like to see how your study appears when participants view it, find your study and choose the Participant Study View option. This will show exactly how the study appears to participants, with the exception that when a participant views a study, next to each pre-requisite and disqualifier study (for a study) is listed a status indicator about whether they have met that requirement. In Participant Study View, the pre-requisite and disqualifier studies are listed, but there is no status indicator next to each study in the list.

If for some reason you think your study is not visible to participants, it may be due to various restrictions you have set on the study, like prescreen participation restrictions, such that few (or none) of the participants in the pool qualify. You can ask the administrator to use the Check Study Configuration tool (available to them when they view your study) to provide advice on why your study may or may not be visible to participants. Administrators there also have an option to type in a specific participant to see if that participant would qualify for your study.

## Viewing Other Studies

To view all studies that are visible to participants, choose the All Studies option from the top toolbar.

You will see a list first of all Active studies. These studies will show up to participants on the list of available studies. The next group of studies (if there are any) is Inactive studies. These will *not* show up on the list of available studies (to participants), but participants can access information about these individual studies on links from the page with their progress (if they participated in the study) or if another study has the Inactive study listed as a pre-requisite or disqualifier.

## Online Survey Studies

### ***Introduction***

The system includes a rather extensive online survey feature (if enabled on your system). It allows you to set up an online survey as a study within the system, and participants who sign up for the study will be asked to immediately complete the survey. Upon their completion of the survey, they will be granted credit automatically by the system. You may then analyze their survey responses on an individual basis, or download the raw data across all participants who completed the survey, for further analysis. There is a slight chance that you may notice a discrepancy in the number of responses when analyzing a single question compared to downloading the entire set of responses. This can occur if a participant is currently taking the survey, but has not completed it. Their data is included in the single-question analysis (when available) but not in the full download of responses, as there is not a full set of data for an in-progress participant. The system will prevent participants from completing the survey more than once, so there is no risk of duplicate entries for the same participant.

To comply with research ethics guidelines, the participant is given the opportunity to withdraw from the survey at any time. If they withdraw, they are taken to a form where they can submit any comments (this is optional), and their withdrawal is then noted and all their responses are deleted. The researcher receives an email when this occurs, with some other information, including how much time was spent on the survey, and how many questions were answered. You should then grant credit to the participant as appropriate.

There is a space to provide closing text for the survey, which is displayed to participants after they successfully complete the survey (after they have saved all their responses and cannot go back). This is an ideal place to include any relevant debriefing information.

The online survey feature is rather complex due to the many features it contains. In addition, your ability to modify the survey after participants have started to take the survey is quite limited. Because of this, you should plan out your survey well in advance, to make sure it is finalized before you make it available to participants. Do not hesitate to contact the administrator if you have any questions. You may find it helpful to plan out the survey on paper before entering it into the system.

A survey may have an unlimited number of sections and an unlimited number of questions per section, though we recommend limiting surveys to fewer than 300 total questions and 15 sections, to reduce participant fatigue. This can be an issue since they

must complete the survey all at once. The system will make participants aware that their session may time out because of inactivity, in cases where the survey contains many sections that have more than 15 questions (since participants are likely to spend a lot of time on those sections and thus risk being logged out for inactivity).

Questions may be free-entry (requiring the participant to type in an answer) or multiple-choice (pick only one or pick many from the list of choices). You may also specify that the system computes a participant's results for an entire section, as either a section sum or average score. This computed sum or average can be computed only for numeric, multiple-choice (pick only one) questions in the section. Such a computation is often useful when a participant's aggregate score is more important, such as with a depression battery.

For free-entry questions where the participant is asked to enter a free-form text answer, the size of the entry field (as it is displayed) cannot be resized in terms of dimensions (only by length). Participants may enter up to 255 characters in their response.

Sections can be displayed in a specified order or random order, or a combination of both. Every section may contain introductory text introducing the section, and the survey itself may also have introductory text introducing the survey, as well as closing text that is displayed upon completion of the survey. You may specify that questions within a section are displayed in random order. If you do not specify random ordering for questions in a section, then the questions will be displayed (in each section) in the order they were entered and cannot be reordered later. Multiple choice questions can have their choices displayed in the entered order or random order (this is specified on a per-question basis). Multiple choice question choices can be displayed horizontally (across the page) or vertically (down the page).

Note that there is a bug in Internet Explorer 5 on the Macintosh platform that may result in a slow response for participants when they are using this specific web browser/computer combination and completing survey sections with many questions and many choices. Microsoft has discontinued support for Internet Explorer on the Mac, so this bug will not be fixed. The other browsers on the Macintosh platform (Firefox, Safari, and Mozilla) all work perfectly, and there are no problems for Windows users with any browser. The specific problem occurs only rarely, but can occur. In general, any popular web browser released since 2005 should not have any problems.

It is important to realize that while the survey feature is quite extensive, there are some things it does not support. It cannot do timings, where the speed of a participant's response (typically in milliseconds) to each question needs to be measured. It also cannot do branching, where the questions being presented to a participant will vary depending on their answer to other questions within that same survey (an example being asking a question like "Do you smoke cigarettes?" and then presenting a different set of questions based on their response). The reason advanced features like this are not currently supported is that our software is primarily a subject pool software product that happens to have an online survey feature within it. We asked our customers which features in an

online survey were most important to them, and those features exist within the product. There are numerous products on the market specifically for doing online surveys (with no subject pool component), which contain more advanced features, and can easily be linked to from the Sona Systems product by setting up your study as an online study conducted outside the system.

## ***Creating or Modifying a Survey***

To create a survey, first create an online survey study. After you create it, you will see the option Update Online Survey when you view the study information. You may not create 2-part online survey studies.

It is important to note that while you are making changes to a survey, it is deactivated so participants may not participate in it. When you go to the Finalize Survey option after you have finished your work with the survey, you will have the opportunity to save your changes and make the survey active (available to participants) or inactive (not available to participants). You should always choose the Finalize Survey option when you finish your work with the survey, as the system saves all changes and computes some other important data when you finalize the survey. If you would like to continue work on the survey at a later date, you should still choose the Finalize Survey option to ensure your changes during the current session are properly saved (most likely you would choose to keep the survey inactive in this situation).

## **General Survey Information**

Choose the General Information option (if creating a new survey, this is the first page you will see) to provide some basic information about the survey. The fields are explained below:

<b>Field</b>	<b>Description</b>
Introductory Text	<p>Optional. Provide a set of text that will be displayed when a participant starts the survey. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “&lt;p&gt;” (without the quotes). When you first create the online survey, the system will automatically insert some basic default text in this area. You may change any of this text as much as you like – the system will not change it back later as long as you save your changes.</p> <p>This is a good place to place any text for informed consent purposes. You may view how this text is displayed to participants by</p>

	<p>saving it, then going to Preview Introductory Text, which is available from the Section List page.</p>
Closing Text	<p>Optional. Provide a set of text that will be displayed after a participant completes the survey and saves their responses. This is an ideal place for debriefing information. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in “&lt;p&gt;” (without the quotes).</p> <p>You may view how this text is displayed to participants by saving it, then going to Preview Closing Text, which is available from the Section List page.</p>
Display sections in random order?	<p>You may specify a specific ordering for sections, have the system randomize the order for all sections, or specify the order of some sections, and a random order for other sections. If you specify the order for only some sections, you may also specify, for each section, whether it should be displayed before or after the random-ordered sections. The system does not keep track of the random ordering for sections for each participant.</p>
Participant response review/change	<p>If set to Yes, then participants may review and change their responses just before they complete the online survey. They are given this opportunity after they complete the last section of the survey, and before any closing text is shown. At this point, they can see all their responses and go back to any section to change their responses. Once they complete the online survey, they cannot go back at a later date and change any responses.</p> <p>It may be useful to set this option to No (so that they are not allowed to review or change their responses at the end of the survey) if sections are somehow dependent on one another, such that allowing participants to change their responses may</p>



Queenie, you are logged in. **Survey General Information**

The information below is some general information about the survey. The introductory text is optional.

The closing text is also optional. If provided, it is displayed after the survey has been completed and all responses have been saved. This is an ideal place for debriefing information.

**Survey Information**

**Introductory Text (optional)** This survey will ask your opinions about pictures and words that are associated with those pictures.

**Closing Text (optional)** Thanks for participating. The goal of this study was to analyze your attitudes towards different types of sneakers.

**Display sections in random order?**

- ☒ No (section order will be specified)
- ☐ Some sections in random order, some in specified order
- ☐ Yes (all sections in random order)

**Figure 10 - Survey General Information**

## Section List

Depending on if you are adding or editing the survey, you will be taken to the list of sections for the survey. Here, you can change the order that sections will be displayed (if you have not enabled full random section ordering for the survey), and see a quick review of each question. From here, you can add a question to any section and edit any question. To add a new section, choose the Add a New Section choice at the bottom of the page.

If you have enabled partial random section ordering, then you can specify a section order for the sections you would like to be displayed in a specified order. For the sections you would like to be displayed in random order, leave the Section Order area blank. When you specify a section order, use each number once, and use the numbers 1-98 if you would like the section to be displayed *before* the random-ordered sections, and the numbers 100-199 if you would like the section to be displayed *after* the random-ordered sections. Be sure to use each number only once, or leave the number blank to make the section part of the random-ordered section. Sometimes it is useful to use partial random ordering if you want to ask basic (e.g. demographic) information in the first few sections, while asking more analytical questions in the random-ordered sections. Likewise, you may want to ask about the previous random-ordered sections after they are completed. It is not possible to intersperse ordered sections within the set of random sections, like having 2 ordered sections, then 3 random sections, the 1 ordered section, then 2 random sections, etc. The random sections are treated as an entire block of sections, and other sections cannot be placed at specific places within that block.

There is also a Preview Section option so you may preview the survey as participants will see it.

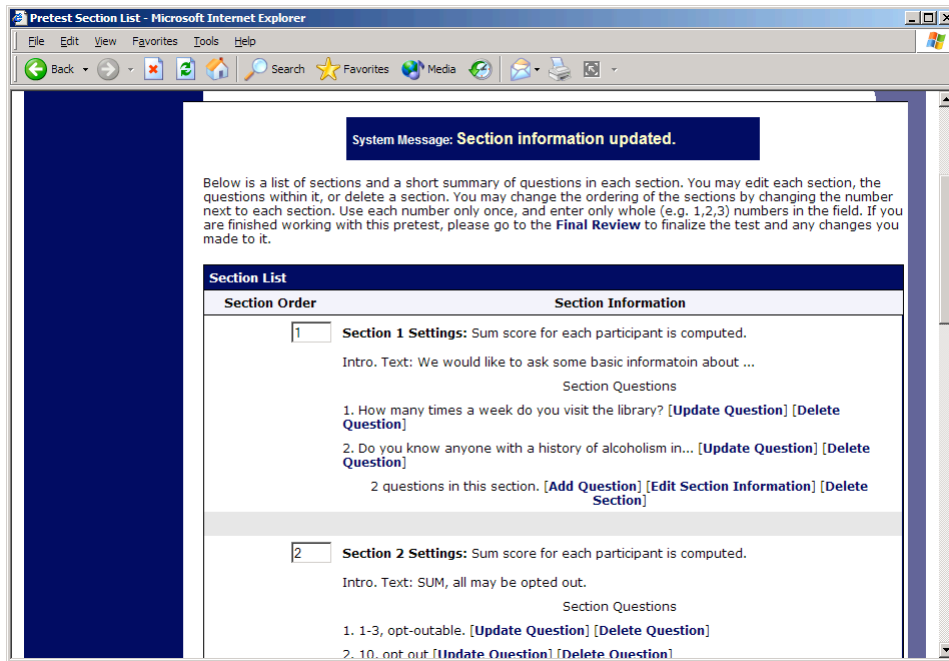


Figure 11 - Survey Section List

## Adding or Modifying a Section

To add a new section, choose the Add New Section link at the bottom of the Section List page. To modify an existing section, choose the Edit Section Information link next to the section you would like to modify, from the Section List page.

There are three pieces of information you may provide for each section. First, you may specify some introductory text to be displayed at the beginning of the section. When participants take the survey, they view one section at a time, and all the questions in that section. The introductory text may be helpful in explaining the purpose or topic of the questions in that section. You may include HTML in this area, but please be sure you know what you are doing. If you would like to add a carriage-return (paragraph break), simply type in "<p>" (without the quotes).

You may choose if the questions for that section are displayed in random order or the order in which they are entered.

You may also choose to have the system compute a section sum or average (for each participant) for the section. These scores are computed only for all the multiple-choice, numeric questions in a section. Think carefully about setting this value, because you are very limited in your ability to change it after participants have started to take the survey.

Computed section sums or means are often useful when all the questions are using a unidimensional scale (1-5, for example), but a participant's average score response to the section is more useful to account for their outlier responses.

Depending on if you are editing or adding a section, after you save your changes, you will be taken to a page to add a new question or to the section list.

**Add New Section**

If you would like to add a new section, choose the type of section below to add, and also choose if questions in the section should be displayed in random order. Additionally, if you choose to have a sum or average score computed for the section, for each student, then every question that is to be part of the score for that section may only have numeric responses. Note that once any student has started the survey, you cannot change the score computation type (between average and sum, or from none to average or sum), nor can you add new questions to the sections that allow numeric responses. You may only turn off the computed score entirely. Plan your survey wisely before making it available to students.

You may also provide introductory text for the section. Students taking the survey will see all questions for one section on the same page, and the introductory text will be displayed at the top, if provided.

**Add Section**

**Display Questions in Random Order?** ☒ Yes ☐ No

**Computed Section Type**

☐ No sum or average score (across all questions in section) is computed.

☒ Average (mean) score for each participant is computed.

☐ Sum score for each participant is computed.

**Introductory Section Text (optional)**

We would like to ask your opinion about chocolate chip cookies.

**Add Section**

Figure 12 - Add New Section

## Adding or Editing a Question

To add or edit a question, choose the appropriate choice from the Section List, next to the desired section. Questions will be displayed in the order they are added to a section, or in a random order, depending on the section settings. Questions cannot be reordered after they are added, so this should be planned carefully. Depending on the state of the section and if participants have taken the survey, some options will be automatically set for you, and not changeable. All fields must be filled out.

Field	Description
Question Text	The text for the question. This will be displayed above each question's choices.
Abbreviated Question Name	A 15-character label for the question. This is not displayed to participants and is used to name the columns that appear when the data is exported in CSV format. Many statistical analysis programs limit column names to 15 characters.
Question Type	Multiple Choice (select one), Multiple Choice (select many) or Free Entry. If the

	section has a computed average or sum, you may be limited in your ability to add Multiple Choice (select one) non-numeric questions. Free entry choices may contain a response up to 255 characters in length.
Display length of Free-Entry field	Specifies the length (size) of a free-entry field when it is displayed. Acceptable values for this setting are 5-85, and the field will always allow participants to type in up to 255 characters. The height of the field cannot be adjusted, and this setting only applies to Free Entry questions.
Display choices in random order?	If set to Yes, the choices for this question will be displayed to participants in a random order. This option only applies to multiple choice questions.
How should the choices be displayed?	Horizontal (across the page) or vertical (down the page) are the two options for how the choices for a multiple-choice question should be displayed. Often, the horizontal display is effective when the question involves a scale. This setting applies only to multiple-choice questions.
Can participants decline to provide an answer for this question?	If set to Yes, participants will see a choice below this question that allows them to opt out of answering the question. If set to No, they must answer the question.
Are all choices numeric?	If set to Yes, all choices must be numeric whole numbers (e.g. 1, -2, 10). This only applies to multiple choice questions. Sections with a computed section sum or average may not contain non-numeric multiple choice (select many) questions.
Display numeric value?	If set to No, the numeric value of the choice is not displayed to participants. This only applies to numeric, multiple-choice questions where each choice includes both a numeric value and associated text (e.g. “5 Strongly Agree”). This is useful when running a reverse scale.

If the question is a multiple choice question, you must also fill out the choices section that is part of the same form. A minimum of 1 choice must be provided for the question. Each choice may be up to 255 characters in length. If the question is specified as numeric, you must provide a numeric choice, and that choice must be a whole number (e.g. -5, 1, 0, 349). If you would like to provide descriptive text to accompany each

numeric choice, you may do so by typing in the numeric choice and leaving one blank space after it, then typing in the descriptive text, for example: “5 Strongly Agree”. If you provide descriptive text along with the numeric choice, then you have the option of hiding the numeric value from participants, by choosing No to the “Display numeric value?” setting for the question. This is useful in reverse scale or other situations where the numeric value for the choices is not important.

If the choices you specify when adding a question do not conform to the configuration of the question (e.g. specify a non-numeric choice for a numeric question), the system may change the question configuration to ensure that the choices are then valid.

Figure 13 - Edit a Question

## Copying a Section

You may copy a section from any of your own surveys into your current survey, by choosing Copy From an Existing Section in the Section List. You will see a list of eligible surveys to copy from. After you choose which survey to copy from, you will see a list of eligible sections in that survey. Once you choose a section, it will be copied into the survey you are currently editing. You may copy only one section at a time, because of the system performance impact when copying sections.

The administrator also has the ability to copy to or from the prescreen, so ask the administrator to do this for you, if you need it done.

## Copying a Question

For multiple-choice questions, it is often the case that many questions have the same measures (choices). To make entry of similar questions easier, you may use the Copy Question feature to copy a question. Such an option is only available for multiple choice questions. To copy a question, select the question you would like to copy (when viewing the Section List). You will then be taken to a list of sections where you may copy this question to. After you decide which section you would like to copy the question to, you will be taken to a page where you can make any final changes to the copy of the question before saving it.

## Saving Your Changes

When you are done, you should go to the Final Review and save your changes. Even if you plan to do further editing of the survey later, it is **imperative** that you go to the Final Review step, as the system needs to save certain special changes and make some computations. If you do not want participants to participate in the survey yet, you can save changes but keep the survey inactive. When you save your changes, it may take a moment to save all the changes, as the system is performing a number of computations on the survey. Please be patient, as these computations are done to make performance for participants as fast as possible.

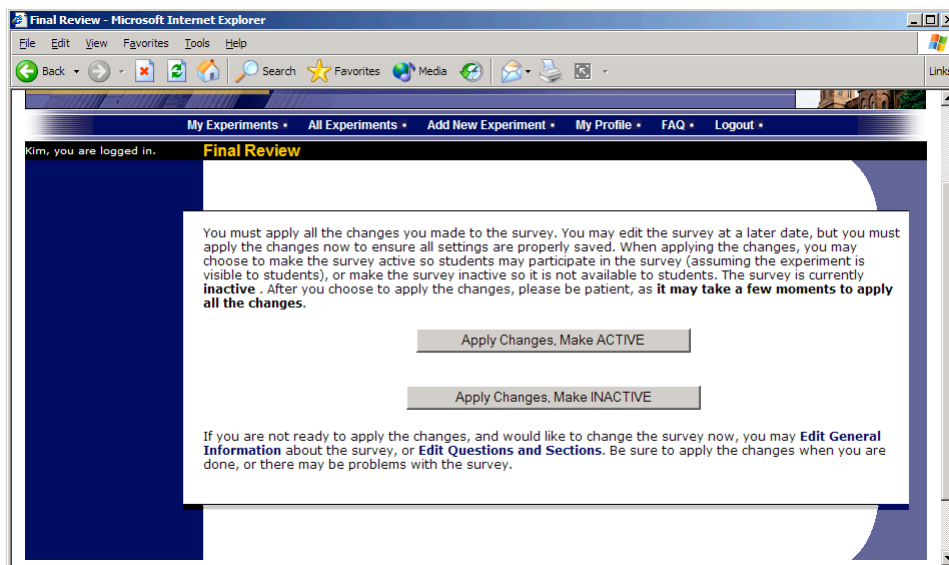


Figure 14 - Saving Survey Changes

## Viewing a Survey as a Participant

If you would like to see how the survey will be displayed to participants, that can easily be done while setting up the survey. Next to each section (in the section list), there will be a Preview Section link so you can view the section exactly as participants would see it. You may also view how the introductory and closing text will appear to participants, by choosing the Preview Introductory Text and Preview Closing Text options which appear on the Section List page.

Participants will see a basic progress display on the top right corner of each page, listing the section they are on (ordinal counting), and how many sections total are in the survey. When using Preview Section, you will see this progress display as well, except the current section number will appear as “X” in preview mode since it is not an actual participant taking the survey (and randomization of section order may be involved).

If you find it necessary to go through the entire process as a real participant, you can do so by creating a test participant account. Set the online survey study so it has an invitation code, so no other participants can sign up (since they will not know this invitation code). Then, sign up with your test participant account and take the survey. You can remove the invitation code later if necessary.

### ***Participant Withdrawal from a Survey***

At any time while participating in the survey, participants have the option to withdraw from the survey. A Withdraw button will appear in the top right corner of each page.

When a participant withdraws, they have the option to withdraw without the option to receive credit, or with the option to receive credit.

If they choose to withdraw without the option to receive credit, all their survey responses as well as the record of their sign-up will be deleted. Participants are told that this option should be used if they want to later participate in the survey. In other words, it would likely be used when a participant starts a survey but realizes they won’t be able to complete it at the moment, but would like the opportunity to participate later. No notification to researchers is sent in this scenario.

If they choose to withdraw with the option to receive credit, then all their survey responses will be deleted, but a record of their sign-up will be kept and it will be in awaiting action state. The researcher will receive an email about the withdrawal, as well as some basic information about how far along the participant was when they chose to withdraw (both in time and number of questions). This information is provided as some schools have a policy of granting credit for early withdrawals based on time spent or percentage completion. Participants also have the option of including a message that will be sent to the researcher to explain their withdrawal, but such a message is not mandatory. The researcher should then grant credit to the participant if necessary, by going to the timeslot and finding that sign-up.

Participants are informed that if they are unsure which of the withdrawal options to choose, that they should choose the withdraw option that retains their ability to receive credit.

The withdrawal option cannot be removed, as it is there to ensure compliance with research ethics guidelines.

## ***Viewing Survey Data Usage and Deleting Survey Data***

The system has a limited amount of storage space, and you are expected to download the survey data you have collected on a routine basis, and then delete it from the system. By going to View Survey Data Usage, you can see how much database space is being used. You can then download the survey data (a link is provided), and delete it from the system.

When you delete the data from the system, all survey data collected within the last 5 minutes will *not* be deleted, as a safety feature. This is to ensure you have had adequate time to download the survey data before deleting it.

If you choose to delete the survey data in this manner, the record of participant sign-ups *will* be retained, so you can ensure they do not complete the same online survey again.

## ***Deleting a Single Participant's Survey Responses***

On rare occasions, you may want to delete a participant's survey responses, usually so they can participate again. To do this, cancel their sign-up and that will delete their responses. Note this will also remove any credit they earned. See Manual Cancellation for more information.

## ***Analyzing Survey Responses***

You may analyze a specific survey question on-screen by selecting the survey and choosing the Analyze Survey Responses option. From there, you may choose a specific question and view or download the response data. This will include data from participants who are still in the process of completing the survey, but have not yet completed it. The Download Survey Responses option, which provides the entire set of survey responses for all participants, includes only data from participants who have completed the survey, to ensure easier data analysis.

In rare cases, you may notice that a few responses for certain questions appear (or disappear from) the Analyze Survey Responses while never showing up in Download Survey Responses. What happens in this situation is that a participant started an online survey but never fully completed it or withdrew from it (they probably just closed their web browser). The system goes through all “orphaned” responses in this situation and clears them out once they are more than 2 days old.

More likely, you will want to analyze the survey data across all questions. In this case, you should choose the Download Survey Responses option.

To successfully analyze the data, you will need to download 2 sets of data. The first is the question key, which lists a unique numeric identifier for each question, along with the question text and abbreviated question name. It also includes the section number each question was in. Note the section number listed is merely a unique identifier for each section, and has no correspondence to the order in which sections were presented. Also note that section mean and sum values, if calculated, will normally be at the end of the



list of questions. This data is in CSV format, and is available by clicking the Download Question Key link on the Download Survey Responses Page.

After you download the question key, you can download the survey data. The system may require that you download the data in sections if there is too much data to be downloaded as one file.

The data is in CSV format, and is presented as one row per respondent, with each of their responses in a different column. The first row includes the column headings, and the column heading maps to the abbreviated question name. Since there is no facility to specify an abbreviated question name for the computed section sum/mean item, the system automatically assigns a unique name to those columns. The naming convention is SECXXX where XXX maps to the system's internal section identifier for that section (section\_id). You can use the question key to determine which question maps to which column. The data also includes the exact time the participant started and completed the online survey. You can use any common data analysis tool to compute how long it took the participant to complete the survey, using this information. There is also a column listing how many minutes it took the participant to complete the survey, rounded to the nearest minute.

There will be an option to include only the numeric response portion of questions that are multiple-choice with numeric choices. This is useful if the numeric question was set up with associated text, but that text should not be included in the analysis file. One example would be where the response selected was "5 Strongly Agree" but only the number 5 (and not the associated text) is useful during analysis. If you choose this option and download data and find that the associated text is included with the numeric response, then have a closer look at the survey – most likely the question was not actually set up as a numeric question. The easiest way to deal with this downloaded data is to use a data analysis tool to do a search and replace to change the response in your downloaded data into a numeric format. Your IT department can provide assistance with such tools.

If your survey has a lot of questions (and thus columns in the output file), you may have trouble loading the data with some spreadsheet programs, which are not equipped to handle such large datasets. Your best option is to use a full-feature statistical analysis packages, like SPSS or SAS. Those packages handle large CSV-format data imports with ease. Your IT department can help you to select the best tools. In particular, Excel has trouble dealing with datasets with more than 250 questions (columns).

## ***Frequently Asked Questions about Online Surveys***

*Is it possible to have multiple versions of an online survey, with participants being randomly assigned to one version of the survey at the start of the survey?*

The best way to do this is to create multiple online surveys (you can easily copy questions between them with the Copy Section Feature, to save time), and use a prescreen participation restriction that is unrelated to your research. For example if there is a

prescreen question asking for the last digit of the participant's university ID number (assuming this is randomly distributed), then you can use that to easily break up the pool into random tenths by using that as a prescreen participation restriction for each version of the study.

*Is there a way to post images, graphics, or videos in the online survey, so that participants can respond to questions referring to the image or video?*

Yes. You will need to have the ability to post images on a webserver (most likely at your school), and know a small bit of HTML. Let's say your graphic is located at <http://www.yourschool.edu/myimage.gif>

Put this in the place where you want the image to be displayed:

```
<IMG SRC="http://www.yourschool.edu/myimage.gif">
```

If you're unfamiliar with HTML, you may want to ask someone in your IT department for assistance with this.

You can use a similar process to post videos, but you'll need to ask the person in charge of the webserver where you post the video for the best method (in HTML) for linking to it, as there are a few different methods to link to videos.

You cannot upload images or videos directly onto the Sona Systems server, but every university provides a facility to post content on web servers at the school, and this method is better for participants also as the data (images and videos are usually quite large) will be stored on the high-speed network within the university.

*Can certain sections be presented for a specified period of time (e.g. 60 seconds)?*

No. There are technical limitations and inaccuracies in how web browsers interact with web servers, as well as internet latency, that make this difficult to do, so this feature is not offered.

*Can I make an online study a two-part study?*

Online studies cannot be two-part studies, and the reason has to do with what two-part studies are intended for. They are used when the researcher needs to ensure a fairly strict separation between each part. For example, in memory research, a researcher may want to set up the two parts exactly 14 days apart.

The issue with online studies is they are not scheduled to take place at a certain date and time, so it's impossible to enforce any kind of strict separation between each part.

If the goal is just a follow-up to a study, then the time separation probably isn't very important. In that case, the solution is to set up two studies, and set the first study as a pre-requisite for participation in the second study.

*Is there a method to upload a survey into the system (from Word, Excel, etc.)?*

For online survey studies, there is no method to upload the data. We considered this, but there is no standard format for survey data representation, so there was no format we could really support for uploading.

In the online survey feature, there is the ability to copy questions and sections, which may make it easier to set up the survey if many questions have the same sets of choices, for example.

*When a participant is taking an online survey study, when is their sign-up actually recorded in the system?*

The system will not record completion (or even sign-up) of an online survey study until it is actually completed (or if the participant chooses to withdraw early). Participants are shown the closing text as the last step of the online survey study -- just after their responses have been saved and their sign-up is recorded.

When they start the online survey study, it is noted to participants that their responses are not fully saved until they complete the study, and only then will they be properly recorded. This is for both technical and IRB reasons.

*I have created my online survey and participants cannot see it. I have ensured that all the prescreen restrictions, course restrictions, and pre-requisite/disqualifier restrictions are set correctly. Why is it not showing up?*

You need to set up at least one timeslot (and the standard method for an online survey is to set up only one timeslot) for the survey, to specify the participation deadline.

*My online survey had 5 spaces in a timeslot, and somehow 6 people signed up and received credit. How did this happen?*

This is a rare situation that occurs, usually with online surveys that take a long time to complete. What happens is that all 6 people (or at least the last 2 people) started the online survey at around the same time, and before any of them could finish it. The system checks at the point of sign-up to see if there are open spaces for the online survey, but does not consider someone who has started the online survey but not finished it as taking up one of those places (in case that person abandoned early without properly withdrawing). So, in this rare situation, there is no choice but to credit all participants who successfully completed the survey, as it is the only fair outcome for participants. Note that this situation is quite rare, and most likely occurs when the survey is lengthy, and there are many participants vying for a limited number of available timeslots in the system.

## **Working with Timeslots (Sessions)**

Timeslots (also referred to as Sessions) are the available times when a participant may participate in the study. If you are setting up timeslots for a web-based study, please read the section in this documentation on Web-Based (Online) Studies for some special information.

Timeslots allow you to specify a date, time, location, maximum number of participants, and researcher for a session.

### ***Timeslot Usage Restrictions***

If enabled on your system, you may find there is a limit to the amount of time available for scheduling timeslots. This usage is computed by adding up all the past timeslots where credit was granted, and then adding all timeslots in the future, regardless of credit status. You may find that the usage goes down over time, as time progresses and timeslots that were in the future had no participants signing up for them. The usage and limit is listed whenever you add a timeslot, if usage restrictions apply. It may also be listed when you view your profile, depending on how your system is configured.

### ***Timeslots Linked to Specific Researchers***

If your system is configured to allow multiple researchers per study, you will also have an option to link timeslots to a specific researcher. This is done primarily for organization purposes, and has no effect on who can view and modify the study, or any timeslots for that study.

This feature is useful when there are a number of researchers running a study, and researchers are responsible for running specific timeslots. If a timeslot has a specific researchers linked to it, then only that researcher will be listed as the contact point when a participant receives any emails related to their participation in that timeslot. Finally, only the researcher connected to that timeslot receives related notification emails, such as participant cancellation notification, and reminder emails (assuming such emails are enabled).

It is also possible to have some timeslots where a specific researcher is linked to them, and others where all researchers (who are assigned to the study) are responsible for the timeslot. It is not possible to link more than one, but not all of the researchers (for the study), to a specific timeslot. The options are to either link one researcher to the timeslot, or all of them.

If a researcher is removed from a study, then any timeslots that were linked to them for that study will be changed so all researchers (for the study) are now responsible for those timeslots.

To use this feature, the system must be configured to allow multiple researchers per study. Then, the study itself must be configured to allow researchers to be linked to specific timeslots. Finally, the study must have more than one researcher connected to it.

## Creating Timeslots

To add a timeslot for a study, you must first choose the study that you would like to add a timeslot for. To view your studies, choose the My Studies option on the top toolbar. Click on the desired study, and choose the Timeslots choice.

You will see a list of any existing timeslots, and the Add A Timeslot option at the bottom of the page. Click on Add A Timeslot.

Figure 15 - Adding a Timeslot

The following table lists the information you may enter about a timeslot, along with an explanation. All fields are required.

Field	Explanation
Date	The date for the timeslot.
Start Time	The time for the timeslot. A sample time will be provided. If you want to change the time, please use the same format as the time you see presented. Note in particular how “a.m.” and “p.m.” are handled (if such a format is enabled on your system).
End Time	The time when the timeslot will end. This is computed automatically based on the duration you entered when you set up the study.
# of Participants	The number of participants for this timeslot. This limit is <i>not</i> visible to participants. They will only see whether the

	timeslot is full or not. The maximum number is 999.
Location	<p>The physical location where the study will take place, for this timeslot. It will be automatically filled with the location of the previous timeslot, when available, to ease in data entry.</p> <p>Depending on how your system is configured, you may see a list of pre-configured locations. You may choose any of those locations and click on View Schedule to see the schedule for a location. The system will automatically prevent you from adding a timeslot using a location that is already in use at the time you try to schedule the timeslot. If you do not see the location in the list that you plan to use, you can simply type in the location in the text field below it.</p> <p>The location field does not apply for web-based studies.</p>
Researcher	The researcher assigned to this specific timeslot. The list will contain a list of all researchers for the study. Choose ALL if all researchers (for the study) should be assigned to this timeslot. See Timeslots Linked to Specific Researchers for more information.

To ease data entry, the system will automatically fill in the date, time, and location based on the ending time of the last timeslot for this study. If applicable, your current timeslot usage will be listed, and you will be prevented from adding a timeslot that would exceed your timeslot usage time limit. A convenient calendar is provided next to the form, and you can click on any date and that date will be transferred to the form.

If you add a timeslot such that there is another timeslot (for any study) that occurs in the same time, at the same location, you will receive a warning (but the addition will be allowed). If you add a timeslot that will take place outside of normal hours (for example, at 1:00am), the system will provide a warning but will allow it to be scheduled. You may not schedule a timeslot to occur after the IRB expiration date for your study, if Strict IRB mode is enabled by the administrator.

If you are running a web-based (online study), you should create a single timeslot with the participation deadline equal to the last day you would like to run the study. For

number of participants, specify the maximum number of participants who may participate. If you are running a web-based study and you plan to collect data from more than 999 participants (999 is the maximum allowed in one timeslot), then once that timeslot is close to filling up, create a second timeslot as a slightly different time and/or date as the first timeslot.

## Creating Multiple Timeslots

If you would like to add multiple timeslots at once, choose the Add Multiple Timeslots link. You may choose to add a specified number of timeslots, or copy the timeslots from another week to a specified week. If you choose to copy, the system will copy the time, location, and number of participants for the specified week to the desired week, for each day of that week (starting with Monday).

If you choose to create a specified number of timeslots, you can choose the number of timeslots you would like to add, the start time and date, and the amount of time between each timeslot (to allow for breaks). You also may specify that timeslots that would occur outside normal business hours be shifted to the next business day. On the subsequent page, you may change any of it to deal with special cases. Timeslots that you attempt to add, that either have errors or would result in exceeding the timeslot time usage limit, will not be added. This feature is not available for web-based (online) studies, as web-based studies rarely have more than one timeslot.

If you would do not want to add a specific timeslot that is listed, choose No in the Add This Timeslot? Column.

Date	Start Time	Num. Participants	Location	Add This Timeslot?
March 14 2003	1:30 PM	2	Smith Hall 203	<input checked="" type="radio"/> Yes <input type="radio"/> No
March 10 2003	2:00 PM	3	Smith Hall 203	<input checked="" type="radio"/> Yes <input type="radio"/> No
March 17 2003	2:30 PM	1	Jones Hall 393	<input checked="" type="radio"/> Yes <input type="radio"/> No
March 10 2003	3:00 PM	3	TBA	<input checked="" type="radio"/> Yes <input type="radio"/> No
March 10 2003	3:30 PM	3	TBA	<input checked="" type="radio"/> Yes <input type="radio"/> No
March 10 2003	4:00 PM	3	TBA	<input checked="" type="radio"/> Yes <input type="radio"/> No

Figure 16 - Creating Multiple Timeslots

## Modifying and Deleting Timeslots

To modify or delete a timeslot for a study, you must first choose the study that you would like to deal with. To view your studies, choose the My Studies link from the top toolbar. Choose the Timeslots option in the timeslots column for the desired study. You will see a list of all recent timeslots. Recent timeslots in the past with no participants signed up will not be displayed. To work with timeslots more than a few days old and to see all

timeslots, you will see a link to view all timeslots for the study. Select the timeslot you would like to deal with, and click the Modify button.

If the timeslot has no participants signed up for it, you will see a Delete button. You may not delete a timeslot that has participants signed up for it. If you would like to delete the timeslot, click the Delete button, and you will see a confirmation page. Choose Delete again to delete the timeslot.

If you would like to modify the timeslot, modify the desired information and click the Update button just below the timeslot information. It should be noted that participants will *not* be notified (by email) of any changes you make to the timeslot, so you should contact them if information needs to be passed on to them (a link is provided on the same page to do so). If you change the date or time of the timeslot, you will be warned that this was changed in case the change was unintended. You may not update the size of the timeslot (number of participants) to a value lower than the current number of participants signed up for the timeslot. Generally, researchers only update timeslots with sign-ups to update the location, if it was not available when the timeslot was originally created.

If the study (or researcher) is subject to timeslot time usage restrictions, the system will enforce them and prevent you from increasing the number of participants in a timeslot if that would result in exceeding the timeslot usage limit.

### **Timeslot Change Tracking**

The system automatically tracks certain changes that occur with a timeslot, including any time key information about the timeslot (date, time, etc.) is changed, as well as any time a manual sign-up or cancellation is performed (i.e., not a sign-up or cancellation done by the participant). This information is tracked for the last 3 months of changes for each timeslot.

To view this information, choose the View Timeslot Modification Log when viewing a timeslot, and you will see this information.

### ***Deleting Multiple Timeslots***

If you would like to delete multiple timeslots at once, you may do that as well. Such a feature is only available for timeslots which have no participants signed up. To do so, select the desired experiment and choose Timeslots. At the bottom of the Timeslots page, you will see a Delete Multiple Timeslots option. The option may not appear in certain cases where such an option is not available because of a lack of available timeslots to delete.

After going to that page, you will see a list of timeslots eligible for deletion. Choose the timeslots you would like to delete, and choose Delete Selected Timeslots to proceed. If you would like to delete all empty timeslots, there is a Select All option at the bottom of this page that will automatically select all timeslots listed on the page for deletion. Click the Reset button to revert the effect of choosing the Select All option.



The system routinely deletes all empty timeslots more than 3 months old to preserve database space.

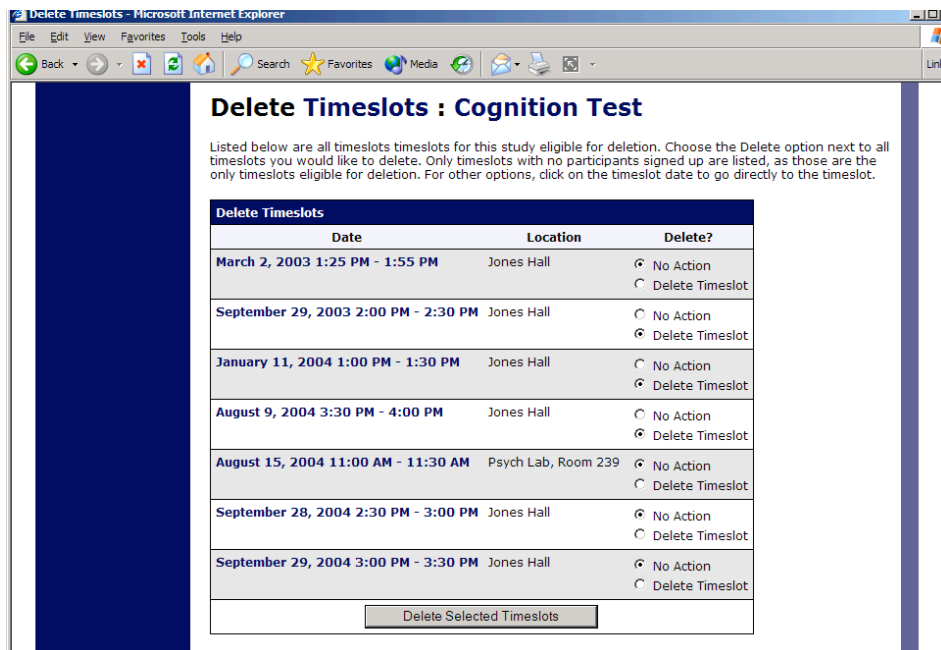


Figure 17 - Delete Multiple Timeslots

## Manual Sign-Up

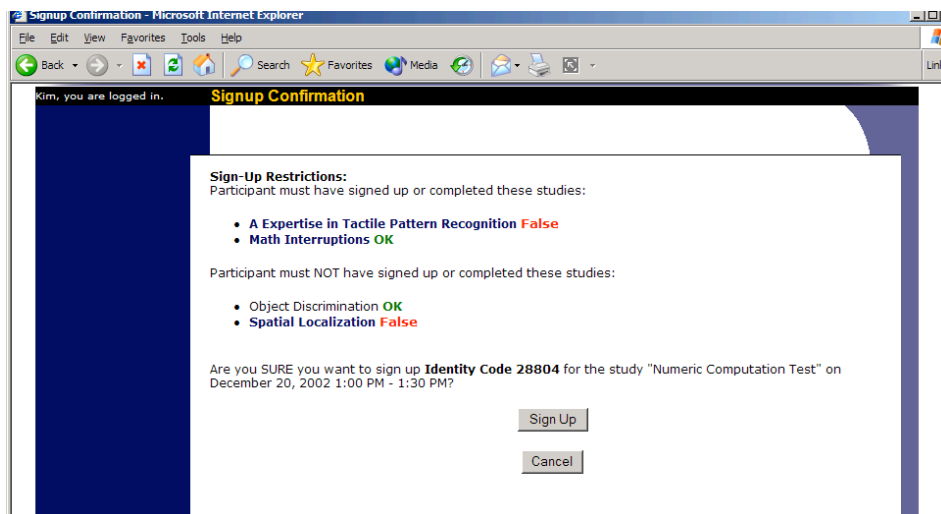
If enabled on your system, you may manually sign up participants for your study. There are a number of situations where this is desirable. If the participant happens to show up for a timeslot they were not signed up for, and you elect to let them participate, you can sign them up on the spot for the timeslot. The participant in many cases cannot sign up on their own in this situation, because the sign-up deadline has passed. You may also sign up a participant for a study that has already occurred, if necessary.

Also, a manual sign-up overrides any restrictions you have placed on the study (e.g. pre-requisites), though you will be warned if you are overriding any restrictions. You may not sign up a participant for the same timeslot that they are already signed up for. You are allowed to sign them up for a study even if they are already signed up for a different timeslot for that same study, though you will receive a warning in this case. You may not sign up a participant for a study if it would cause them to exceed their maximum credit limit. If it is necessary to do so, please ask the administrator to do this, as they are allowed to do a manual sign-up even when it will violate maximum credit earning limits.

If the system is configured as such, the participant will receive an email when you sign them up for a study. In that case, you are also given the option to enter comments to be included in this email that may better explain to the participant why they were signed up. You may only sign up participants for your own study.

To sign up a participant for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the My Studies option from the top toolbar. Click on Timeslots for the desired study, then select the timeslot you would like to deal with, and click the Modify button.

At the bottom of the page, you will see a Manual Sign-Up option, if it is enabled. Type in the participant's User ID (you may have to ask them for this) and click Sign Up. If enabled, you may also choose to sign up a participant using their unique ID code. You may also have the choice to enter their last name and choose from a list of participants. In all cases, after submitting the form, you will see a confirmation page that also lists any restrictions on the study. Choose Sign Up to complete the sign-up.



**Figure 18 - Manual Sign-Up Confirmation**

If you are subject to timeslot time usage restrictions, the system will enforce them and prevent you from signing up a participant in the timeslot if that would result in exceeding your timeslot usage limit.

If you are doing a manual sign-up for a two-part study, you must do a manual sign-up for each part separately. The system will overlook the scheduling range restrictions as well.

You cannot use the manual sign-up feature for online survey studies, because the sign-up for the study is integrated with the administration of the survey.

The manual sign-up feature will not appear for a researcher if the study requires approval by the administrator and it has not yet been approved. This is to ensure sign-ups cannot occur for a study that has not yet been approved, since research should not take place prior to approval.

### ***Manual Cancellation***

If enabled on your system, you may have the opportunity to cancel a participant's sign-up. You may only cancel sign-ups that are in a No Action Taken state. To cancel a sign-up, find the desired timeslot and participant, and click Cancel next to their name. The

participant will be sent an email about the cancellation (and who performed it), along with a confirmation code, and their sign-up will be immediately cancelled. The administrator may also receive a copy of this cancellation email, depending on how the system is configured.

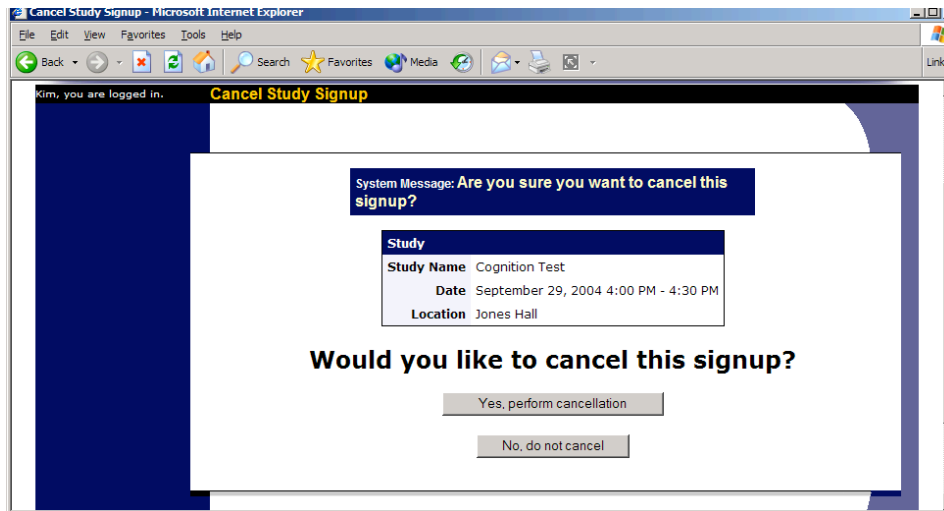


Figure 19 - Manual Cancellation

### ***Viewing the Participant List***

To view the list of participants who have signed up for your study, you must first select the study and timeslot you wish to see. To view your studies, choose the My Studies option from the top toolbar. Click on the Edit link in the timeslots column for the desired study, then select the timeslot you would like to see, and click the Modify button.

The list of participants, along with their email addresses, will be listed. If ID codes are enabled, you will only see an ID code and no name or email address for each participant, and the list will be sorted by ID code.

**Administer This Timeslot - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Links

**Timeslot Information**

Date: September 29 2004

Start Time: 4:00 PM

End Time: 30 minutes after start time

# of Participants: 3

Location: Jones Hall

Update

[\[View Other Timeslots for this Study\]](#)

**Sign-Ups**

Listed below are all the participants who have signed up for this timeslot. If you would like to grant or revoke credit, simply choose the desired option next to each participant. If for some reason you need to cancel a sign-up, you can click the Cancel link next to the sign-up you would like to cancel. A sign-up must be in "No Action Taken" status before it can be cancelled.

You may grant a credit value ranging from 0.5 to 2 credit(s). The standard credit value for this study is 1 credit.

**Sign-Ups (1 Participant)**  
2 available spaces

Name	Credit Granted	No-Show (Penalty Assessed)	No-Show (No Penalty)	No Action Taken	Comments
ID Code: 30964 [Pretest] [Cancel] [Contact]	1 credit(s)				

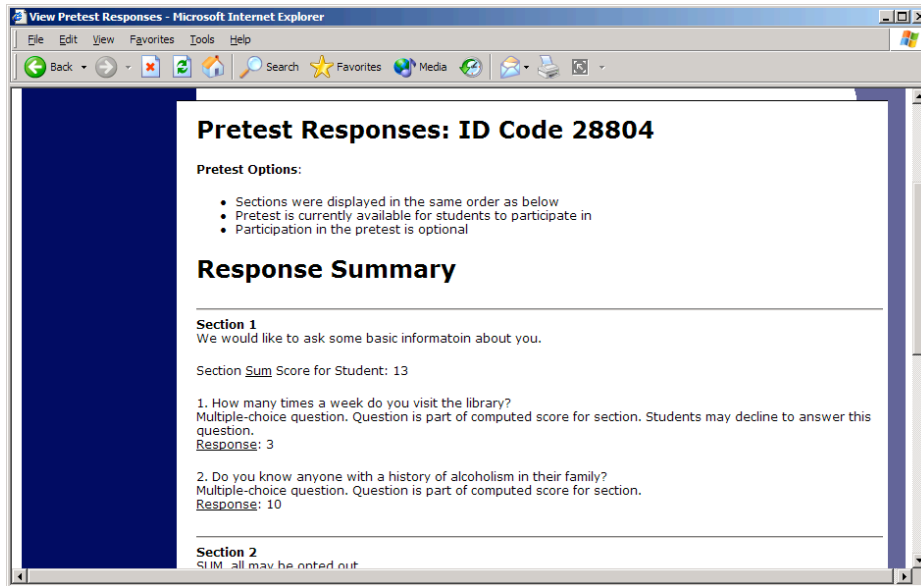
Update Sign-Ups

**Figure 20 - Modifying a Timeslot / Participant List**

## Viewing Prescreen Responses

If online prescreens are enabled on your system, and you are also allowed to view an individual participant's prescreen responses, then you will see a Prescreen link next to each participant's name (or ID code) when you view the information for a timeslot. Click on that link to view the participant's prescreen responses. If you would like to download the prescreen data for all participants in your study, choose the Download Prescreen Responses option after clicking on your study. That will allow you to download all the data at once, in CSV (comma-separated) format, for further analysis.

If you would like to analyze responses in aggregate (across all participants in the system), see Analyzing Prescreen Responses in this documentation.



**Figure 21 - Viewing a Prescreen**

## ***Granting or Revoking Credit***

At the completion of a session, you should promptly deal with the participants, in the system, to ensure proper credit grants. The reason for the prompt handling of this situation is in the event your study is a pre-requisite for another study, and a few other situations. You do not want to hold up other studies that are waiting on your response to the study you just ran.

To grant or revoke credit for a timeslot, you must first find the desired study and timeslot. To view your studies, choose the My Studies option from the top toolbar. Click on the Edit link in the timeslots column for the desired study, then select the timeslot you would like to see, and click the Modify button.

You will see a list of participants, identified either by name or ID code. If the participant properly participated in the study, click the Credit Granted button next to their name (this text may appear as Participated if the study is set up for payment). If the participant did not appear for the timeslot, choose the Participant No-Show? button. Depending on how your system is configured, you may see two “No-Show” options. One option allows you to assess a penalty, and the other does not. Studies that are for pay only will always have only one type of No-Show option. You may choose not to assess a penalty if the participant had an acceptable reason for failing to attend the study.

Depending on how your system is configured, you may see an option to grant a credit value that is different from the standard credit grant. This is useful when you want to grant a participant a lower credit value because they left the study early (if they deserve a lower credit grant), or a higher credit value if the study ran longer than expected. The default value that is selected is the study’s standard credit value. If this is enabled, then you may also grant 0 credits. This is useful if you do not want to grant credits to the participant, but you also want to prevent them from participating in the study again. If a

participant is granted 0 credits, and the study is set to prevent duplicate sign-ups, then the participant will not be able to sign up for that study again.

If desired, enter any comments about the session in the Comments section (generally, this is used to indicate the reason for denying credit). Participants will see anything you enter in the Comments section for their sign-up, and these comments will be included in the email sent to participants when a credit grant/revocation occurs, if notification emails are enabled on your system.

Click on the Update Sign-Ups button at the bottom of the list of sign-ups to save your changes. Credit will be granted or a penalty assessed as necessary. The participant(s) will be emailed about this if the system is configured in such a manner.

It is not recommended to leave any sign-up for a timeslot that has occurred in the “No Action Taken” stage. This is a credit “limbo” and the system will warn you upon your next login about the offending timeslot that has not been dealt with properly. Note that if Manual Cancellation is enabled and you would like to cancel a participant’s sign-up, the sign-up must be in No Action Taken state.

Depending on how your system is configured, the system may automatically grant credit to participants for timeslots that are more than an administrator-specified number of hours old, and where the researcher has taken no action. You can always change the automatic credit grant later if it was in error. The automatic credit grant takes place once a day, usually overnight. Your administrator can let you know if such a feature is enabled on your system.

If you need to do a simple credit grant across many timeslots, see the Uncredited Timeslots section which offers such a feature.

### ***Batch Credit Granting***

In some cases, you may wish to automatically sign up and immediately credit a group of participants. This is often useful if you administered a study on an ad-hoc basis, and you want to credit participants after the fact.

To do so, go to the appropriate timeslot (you may want to create a timeslot specifically for this purpose), and click on Modify Timeslot. In the Manual Sign-Up section (if enabled), you will see a Batch Credit Grant link. Click that and you can provide the list of User IDs of users you would like to sign up and credit. Users will be signed up and credited immediately. This feature overrides any sign-up restrictions on the study, just as a normal manual sign-up does.

**Figure 22 - Batch Credit Grant**

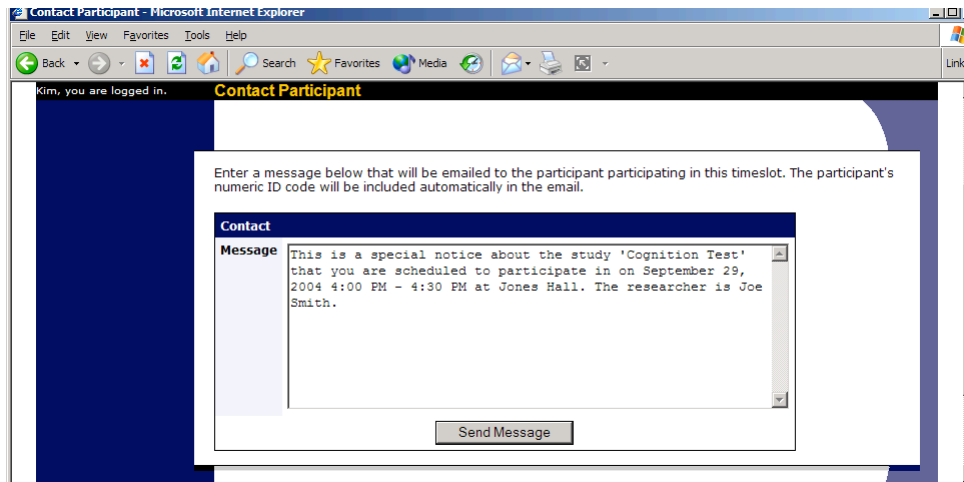
The batch credit grant feature will not appear for a researcher if the study requires approval by the administrator and it has not yet been approved. This is to ensure sign-ups cannot occur for a study that has not yet been approved.

## ***Emailing Participants***

If you wish to contact participants in a particular timeslot for any reason, you may click on the Contact link that will appear next to each participant's name (or ID code) to contact an individual participant. To email the group of participants for a particular timeslot, click the Contact All Participants choice at the bottom of the Modify Timeslot page for that timeslot.

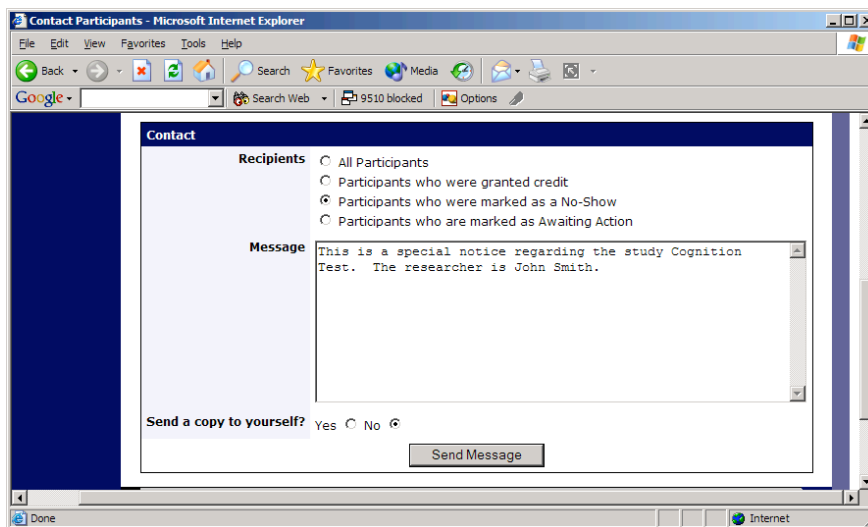
You will be taken to a page where you can fill out a message that the system will send to the selected participants. The message is auto-filled with some basic information about the study, so participants are aware of which study you are referring to. You may remove this information if desired. You may choose to receive a copy of the email that you send.

Depending on how your system is configured, participants may already be receiving a reminder about upcoming studies the day before they are scheduled to participate. Ask your administrator for more information.



**Figure 23 - Contacting Participants**

In some cases, you may find it useful to contact all participants for the study, across all timeslots. This feature may be particularly useful if you are sending debriefing information when a study has concluded. To do so, go to My Studies, click Study Info. next to the desired study, and choose the Contact Participants option. You will then be able to select which group of participants to send to, and a message to send. Messages will be sent in groups of 300 (or less, depending on how your system is configured) to avoid overloading email servers. You may not include attachments in the email, so if you have a document you would like to include, you should post it on a university webserver and provide a link to the document in the email you send.



**Figure 24 - Contact Participants**

The From (sender) address on the email will be the administrator email address, which is done to prevent the email from being blocked by junk email filters. The “Reply To” address of the email will be that of the user who is actually sending the email, so when a user chooses to reply to the email, the reply will be sent to that (the reply to) address.



Finally, there is an option to specify a delay in sending the email, based on the number of hours from when the emailing option is used. This is useful if you want to target a certain time of day (e.g., during the evenings) when the email will be sent. The emails are generated at the time you use the emailing facility, but are stored on the server until the specified sending time. They cannot be removed from the queue once this emailing facility is used.

In most cases, summary information about the email you sent, and in particular to how many recipients it was sent to, will be logged and made available to the administrator. This is done to ensure there is no abuse of the email facility in the system, in compliance with generally accepted Internet practices for sending emails.

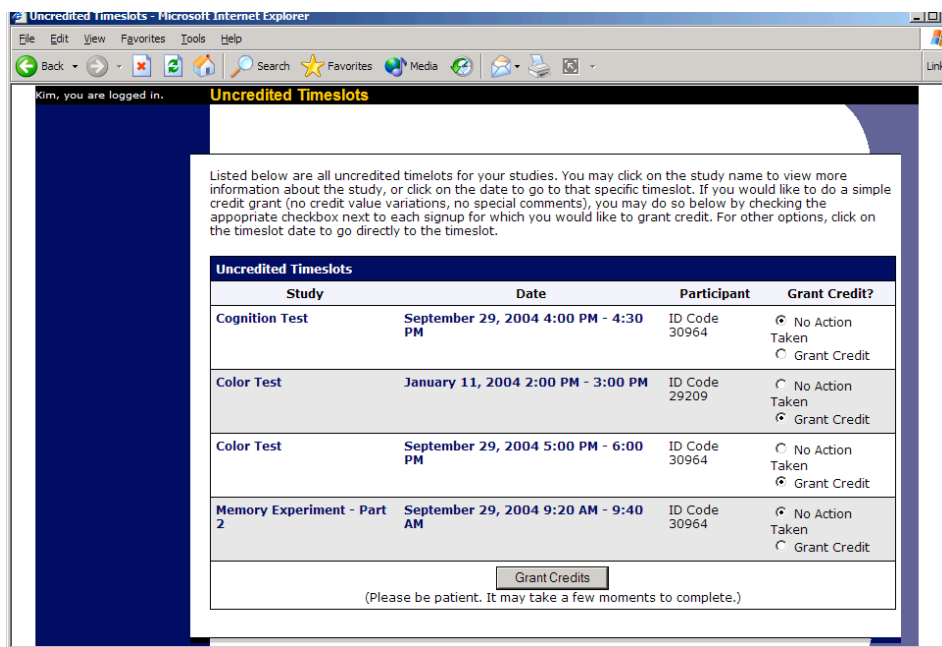
### ***Viewing Uncredited Timeslots***

When you login to the system, you will receive a warning if you have any timeslots that are more than 2 days old and haven't been dealt with. You may view a list of all timeslots that have not been dealt with by choosing the View Uncredited Timeslots option from the My Studies page. The timeslots for online studies, including those in the future, are always considered in need of a response. See the Web-Based (Online) Studies section of this documentation for more information.

If you would like to do a simple credit grant (standard credit grant, no comments), you may do so directly from this page. Select the desired sign-ups/timeslots, and then choose Grant Credits. The action may take a short time to complete, so please be patient while the credit grants are processed.

If you need to do something more complex, like mark a no-show, add comments, or perform a special credit grant with a non-standard credit amount, you can easily click on the timeslot's date and time, and go directly to that timeslot.

In cases where a study has timeslots linked to specific researchers, you will see the warning only for timeslots that are specifically linked to you, or to everyone in the study (i.e., not timeslots linked to someone else in the study). However, when you view uncredited timeslots, you will see all uncredited timeslots for your studies, even if someone else is linked to one of the timeslots for your study. This is done to make it easier to give your fellow researchers (for your studies) assistance in dealing with uncredited timeslots.

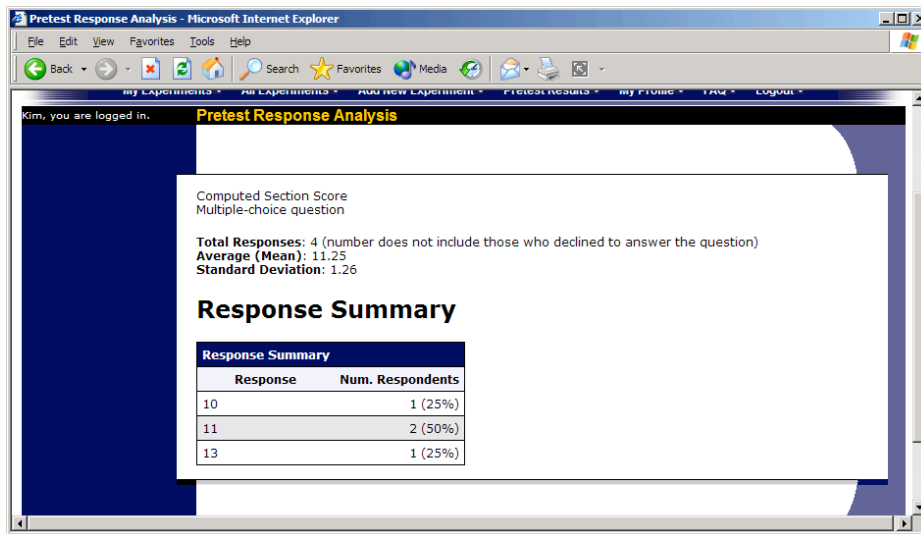


**Figure 25 - Uncredited Timeslots**

## Analyzing Prescreen Responses

If online prescreening is enabled on your system, then you might also have the opportunity to analyze prescreen responses in aggregate or as raw data. Choose the Prescreen Results option from the top menu bar. You can then select which question you would like to analyze, and whether you would like to see summary data or raw data (in CSV format) for the selected question. The raw data will identify each participant only by a unique ID code, not by their name, for privacy reasons. If for some reason you need the participants' real names, ask the Administrator to run the same analysis, as they can also pull the real names with their report. This gives you access to all prescreen data across all participants in the system.

If you would like to analyze the prescreen data for just those who participated in your study, select the Download Prescreen Responses after clicking on your study. See Viewing Prescreen Responses in this documentation for further information.



**Figure 26 - Prescreen Response Analysis**

## ***Prescreen Qualification Analysis***

If you would like to get an idea of how many participants meet a set of requirements (for help in setting prescreen restrictions on your study), use the Prescreen Qualification Analysis link from the Prescreen Responses page. Using this feature, you can select multiple questions (only questions that qualify for study participation restrictions are listed), and then the desired responses for those questions, and you will see how many participants meet that criteria.

If enabled, you may also contact participants and invite them to participate in any of your studies. See the Invite Qualified Participants to a Study section in this documentation for more information on how this works. The functionality is the same as the functionality described in that section, though a few options may be unavailable when not inviting directly from a study, because those options do not apply. Be sure to include information about how to sign up for the study in your communication to them, as a direct link to the study is not provided in the email.

## **Frequently Asked Questions (FAQ)**

*Why do I have to acknowledge the Human Subjects Policy?*

Certain regulations and research guidelines either require or recommend it. You only need to do it once every 6 months, so it should not be too intrusive. You will not be asked to acknowledge the policy if this feature is disabled by your administrator.

*What is the best way to setup a study where participants receive monetary compensation?*

You may set it up as a pay study only (indication a compensation amount), or a credit study if it is for both pay and credits. See the Studies for Pay section of this documentation for more information.

*I want to set up a study so that participants can choose to receive credit or payment. How do I set this up?*

Set it up as a study for credit, and note in the study description that participants may opt to receive payment instead, and they should notify the researcher of this when they come to their appointment. If the participant at that time chooses to receive monetary compensation, the researcher should grant credit, but mark the credit as 0 credits (Variable Credit Granting must be enabled in System Settings by the administrator), and then note in the comments for the timeslot that payment was received.

*The monetary compensation a participant receives for a study depends on decisions they make during the study. How do I indicate this?*

You must enter one value when setting up the study, so enter the minimum payment value (or 0) or whatever you feel is appropriate, and then note in the study description the entire range of compensation that is possible.

*I want a participant to participate in an upcoming session, but the system says it is too late for them to sign up. What do I do?*

If enabled, you can perform a manual sign-up. See the Manual Sign-Up section of this documentation. If not enabled, your administrator can still perform a manual sign-up.

*Where are email notifications to me sent?*

Email notifications (e.g. sign-up notices) are sent to either an address derived from your user ID or your alternate email address. See the Email Address Options section of this documentation for more information.

*How do I deal with dyads?*

A dyad is a study which requires a pair of people to participate, but often the second participant is not a “real” participant, but rather a colleague of the researcher who is “colluding” with the researcher as part of the study itself.

You do not need to deal with dyads in the system itself. Participants cannot see how many people have signed up for a timeslot, nor how many spaces are available for a timeslot. So, your “fake” participant can just act like a real participant and the real participant will be unaware of this.

*I have finished running my study. What should I do?*

So it does not clutter the list of studies for participants, you should make the study Inactive. See the Updating a Study section of this documentation for more information.

*Who has access to my studies?*

All users can see the information about your studies and the available timeslots. Administrators, the principal investigator (if applicable) and the researchers for the study are the only people who can see who has signed up, and modify the study.

## **Regulatory Compliance Guidelines**

### ***Introduction***

This software complies with all major regulations governing human subject research and privacy of data stored online. The system complies with both HIPAA and Common Rule for customers in the United States. For customers in Canada, it complies with the Personal Information Protection and Electronic Documents Act as well as the Tri-Council Statement. For customers in the European Union or in countries that follow OECD rules, it complies with OECD privacy rules and the European Union Directive of Data Protection. Your organization may or may not need to comply with the relevant regulations. Your subject pool administrator can advise you on this situation.

Even if you are not required to comply, compliance is still a good idea, as protecting sensitive data is always a good thing. Compliance in the context of this system is as simple as reading the remaining paragraphs of this section (that apply to your organization) and following the guidelines contained therein. The remaining compliance issues involving software, privacy and electronic data storage are all handled automatically by the software. You should still consult with your IRB or organization to learn about additional compliance rules you must follow outside of use of this software (the handling of the data you collect during your study would be one example).

Some regulations (particularly the US HIPAA regulations) are focused primarily on health data. You may think the system does not store confidential health data (in HIPAA terms, it is called PHI -- Protected Health Information), but depending on how your organization uses the software, there may very well be confidential data in the system. Consider the case of a study that requires that a participant come from a family that has a history of mental illness. Merely knowing who signed up for that study can be considered confidential because that type of information should not be revealed to the public. It may turn out that your studies are not of such a nature, but even more benign situations, like a study that requires that participants be regular contact lens wearers, can be construed as confidential information. Organizations typically err on the side of caution given the criminal and civil penalties for violation of these types of regulations.

### ***Data Handling and Security Guidelines***

In your role, you have access to your studies and you can see who has signed up for those studies. You may also have access to prescreen responses. Because of these privileges, you should follow these simple guidelines:

- Secure Your Account. Use a password that is difficult to guess. The most secure passwords contain a combination of letters and numbers, do not spell a real word,

- and are at least 8 characters long. Your university IT department can provide you with assistance on choosing a secure password.
- Secure Your Work Area. If you are logged into the system and you leave your computer, you should logout of the system or use a password lock on your computer. Ask your network administrator for help with setting up a password lock.
  - Handle Paper Documents Carefully. Any printouts from the system should be kept reasonably secure. Store them in desk drawer out of the public view. Documents you decide to discard should be shredded if possible.

### ***Human Subjects/Privacy Policy Acknowledgment***

Upon your first login to the system, and every 6 months thereafter, you may be required to acknowledge your organization's policy on these matters, and this acknowledgement will be logged. Ask your subject pool administrator if you have any questions.

# **INSTRUCTOR DOCUMENTATION**

## **Introduction**

The Experiment Management System is used for the scheduling and management of a human subject pool. As an instructor, your interaction with the system will be minimal, but also painless. Your primary use of the system will be to check on the credit status of students (participants) in your courses, though in some cases you may also have the ability to grant credits to your students, as well as view which studies are available to students.

## **Getting Started**

The system works best if you use a web browser that is less than 2 years old. It works well with all recent versions of Internet Explorer, Firefox, and Safari. It will work with other web browsers, and with older versions popular browsers, however the layout may not be as clean. No functionality will be lost by using an older web browser. Ask your IT department if you need help with installing or using a web browser. This documentation assumes you have a basic knowledge of how to use the web. On this system, it is not necessary to use the Back button. You can always use the toolbar on the top to navigate anywhere on the site.

## **Logging In**

To login, go to the front page of the site (you will be given the URL by a member of your organization) and type in your username and password. If you have forgotten your password and the system is configured to allow password retrieval, you will see a link where you may choose to have your password emailed to you. Once you login, you will be presented with a Main Menu with a few options.

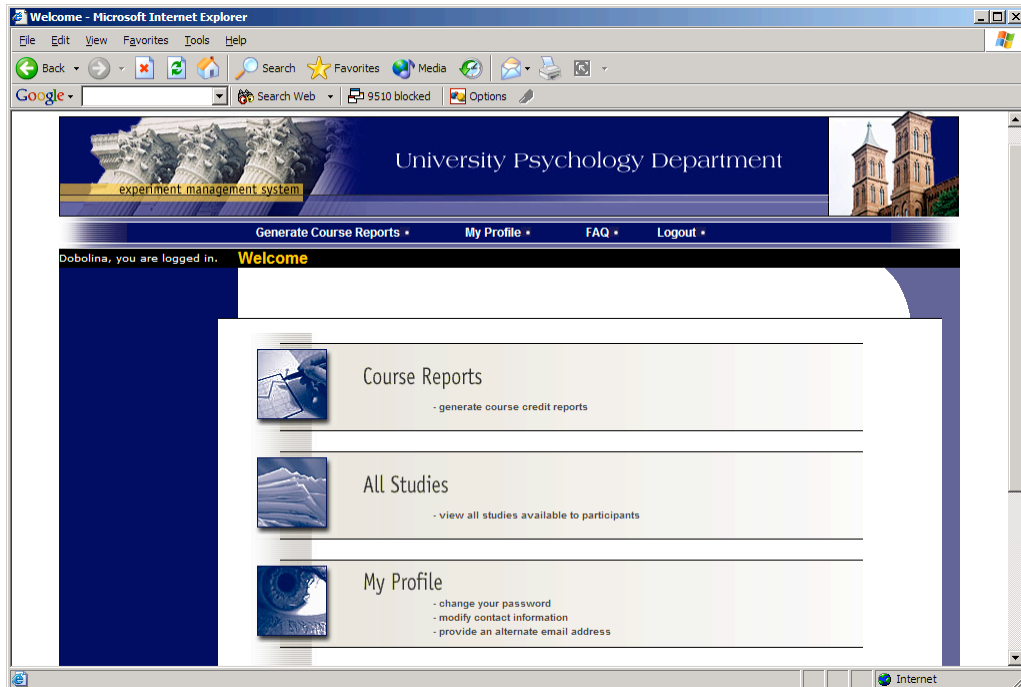


Figure 27 - Main Menu

## Course Reports

On the Main Menu that you see after logging in, you will see an option to generate course reports. Once you click on that, you will see a list of all the courses you are listed as an instructor for, and you have the option to generate reports for each of those courses.

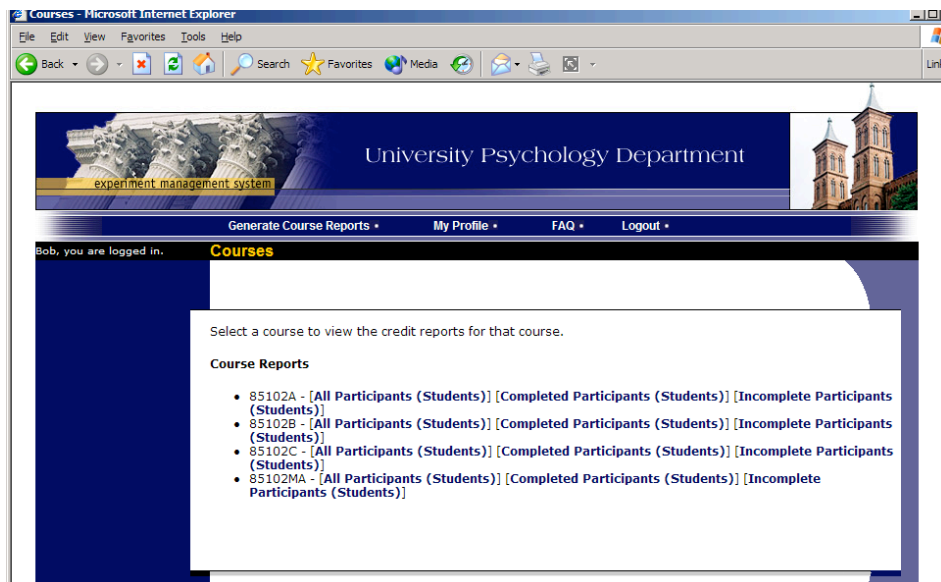


Figure 28 - Course Listing

You have 3 choices for the type of report you would like to generate. All Participants will list all participants in the course. Completed Participants will list only participants who have met or exceeded their credit requirements. Incomplete Participants will list only



participants who have not met their credit requirements. Click the link for the desired report.

The report will be listed in alphabetical order by a participant's last name, and participants that have not completed their requirements will be highlighted in bold. For privacy and research ethics reasons, you will never see exactly which studies the students participated in – only a summary of their credit earnings. If for some reason this information is needed, the administrator can produce such a report for you using the Course Credit History report available to them.

If your system is configured as such, you will see a credit status for the participant overall, as well as for the listed course. If this is the case, you should look at a participant's credit for the *course* to determine if they have completed their requirements. If you do not see such a column ("Credits Earned for Course"), then you only need to be concerned with the overall credit completion status for the participant. If the report is too wide to be printed easily, you can use the Printer-Friendly format. A link to that will appear at the bottom of the report.

If you would prefer to deal with the information in CSV (comma-separated) format (for easy import into a spreadsheet program like Excel), use the CSV link at the bottom of the report to generate such a data file. If you have problem working with the CSV format file, please contact your IT department for assistance – CSV is a standard data format and they be quite familiar with it.

To generate a new report, choose the Main Menu link from the left toolbar and proceed from there.

### ***Granting Credits***

In some cases, you might see a Grant Credit choice next to each name when you generate a course report. If you click on this link, you can grant a non-study credit grant to that student. This is useful if you are in charge of granting a student credit for participation in a research alternative (e.g., writing a paper), in lieu of actual research participation. To grant the credit, simply enter the credit value and a comment about the credit grant, and the credit will be granted immediately. If you grant a credit by mistake and would like to delete it, please contact the administrator and they can do this for you.

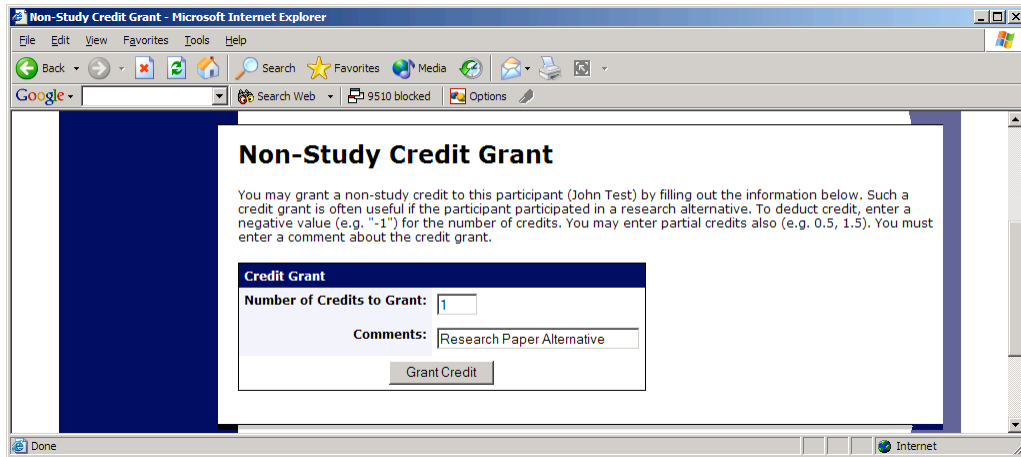


Figure 29 - Non-Study Credit Grant

## Viewing Studies

In some cases, you may have the ability to view what studies are available in the system (to students). This is useful if you want to discuss information or concepts from those studies in class, as a part of the educational experience. If such an option is available, you will see an All Studies link after you login. If you click this, you will see a list of studies, and you may then click on any study to view more about it. For privacy reasons, you may not see who has signed up for any of the studies.

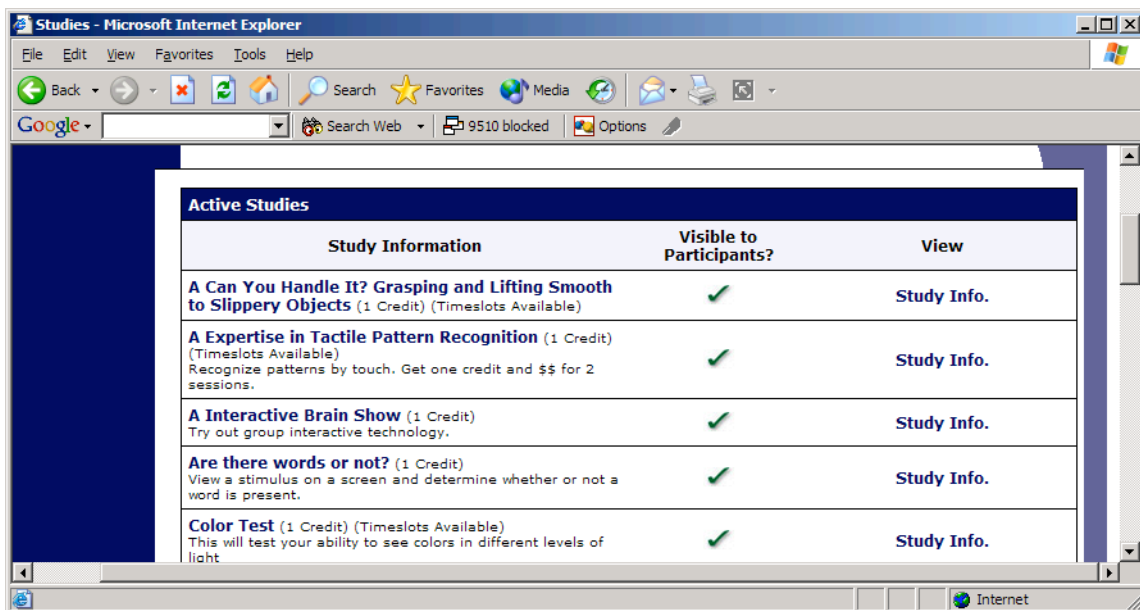


Figure 30 - Viewing Studies

## Changing Your Password

To change your password or other information, choose the My Profile choice from the toolbar. Fields marked with (+) are optional and do not need to be filled out.

If you change your password, please be sure to select a password you do not use on any other systems or websites. This is good computing practice, and especially important as in some cases, your password may be sent over email.

ob, you are logged in. **My Profile**

Fields marked with a (+) are optional.

**My Profile**

<b>Name</b>	Bob Dobolina
<b>Identity Code</b> (Experimenters will see only this code, and never your name)	30751
<b>User ID</b>	bobdob@yourschool.edu
<b>New Password</b> Enter twice, or leave blank if you do not want to change your password.	<input type="text"/> <input type="text"/>
<b>University ID # (+)</b>	<input type="text"/>
<b>Phone Number (+)</b>	8-2312 <input type="text"/>
<b>Alternate Email Address (+)</b> If provided, all emails sent to you from the system will be sent to this address.	<input type="text"/>
<b>Office (+)</b>	<input type="text"/>

**Figure 31 - Updating Your Profile**

In situations where the system is configured so you may enter an email address on this page, you will be asked to enter it twice when changing the address, to ensure it is typed correctly.

## Logging Out

When you are done using the system, choose Logout from the top toolbar to log out. You are now logged out. It is always a good security measure to close all your browser windows as well, especially if you are using a computer that is shared by others.